



# ONLINE OBSTRUCTION PERMITS

*Training 07/12/2017*





# GETTING STARTED

*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.*

*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 of Work – 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

Secure | <https://aca.spokanepermits.org/CitizenAccess/Login.aspx>

[aca.spokanepermits.org](https://aca.spokanepermits.org)

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## Welcome to the Permit Manager Login Page

On login, those with a professional license associated to their account will have personalized access to permits processed in their name. To add a license to your account, please click on **Account Management** after login and follow the prompts.

**Daily System Reset** - The system is restarted each morning and an outage may be experienced from 5:30-5:45AM. We recommend that you do not perform any permitting or inspection transactions at this time.

**Resuming an Application** - Please be aware that there may be a scroll bar across the bottom of the screen and that the RESUME link is sometimes hidden to the right.

## New Users

An account is not required to search for, view, or print permit information. These tasks can be performed by selecting the **Search Records & Permits** link on the [Home](#) Page or by clicking on one of the **Respective Department** tabs above

[Register Now »](#)

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[Register for an Account](#)

**Login or Register for an Account**



# APPLYING FOR YOUR PERMIT

## Step One: Click Apply for Permit, Accept Terms

Home Building Engineering Fire Licenses Parking Planning more ▾

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Welcome Erin Gray  
You are now logged in.

Cart (0)  
Your cart is empty.

Please clear your browser cache if you are experiencing problems. [Click here](#) if you need help clearing your cache.

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**Resuming an Application** -Please be aware that there may be a scroll bar across the bottom of the screen and that the RESUME link is sometimes hidden to the right.

### What would you like to do today?

To get started, select one of the services listed below:

<b>Building</b> <a href="#">Apply for Permit</a> <a href="#">Search Records &amp; Permits</a> <a href="#">Schedule an Inspection (Registered Users)</a>	<b>Engineering</b> <a href="#">Apply for a Permit</a> <a href="#">Search Records &amp; Permits</a>
<b>Fire</b> <a href="#">Search Records &amp; Permits</a>	<b>Licenses</b> <a href="#">Apply for or Renew a License</a> <a href="#">Search for a License</a>
<b>Search</b> <a href="#">Lookup Property Information</a> <a href="#">Search by License</a> <a href="#">Search Documents by Geographic Location</a>	<b>Parking</b> <a href="#">Apply for a Permit</a> <a href="#">Search Applications</a>
<b>Planning</b> <a href="#">Search Applications</a>	<b>Historic Preservation &amp; Tax Exemptions</b> <a href="#">Search Applications</a>

**Access permit application**

Home Building Engineering Fire Licenses Parking Planning more ▾

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[Apply for a Permit](#) | [Search Records & Permits](#)

### Online Application

Welcome to City'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 permit 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 Applicant Declaration below before beginning your application.

#### General Disclaimer

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I have read and accepted the above terms.

[Continue Application »](#)





# APPLYING FOR YOUR PERMIT

## *Step Two: Choose Appropriate License*

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[Apply for a Permit](#) | [Search Records & Permits](#)

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

--Select-- ▾  
--Select--  
WA Construct Contr .DEMO\_LP  
None Applicable

Continue Application »





# APPLYING FOR YOUR PERMIT

## *Step Three: Select Permit Type*

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**Please select one of the following permit types. Only applicants with an active contractor's license associated to their account will have any permit types listed.**

**Choose one of the following available record types.** For assistance or to apply for a record type not listed below please contact us.

- Public Tree Permit
- Street Obstruction
- Street Obstruction Avista
- Street Obstruction Storage Unit Permit

[Continue Application »](#)



# APPLYING FOR YOUR PERMIT

## Step Three: Complete Project Location Fields

### Street Obstruction



### Step 1 : Project Location > Project Information

\* indicates a required field.


**Address**

* Street No.:	Direction:	* Street Name:	Street Type:	Unit Type:	Unit No.:
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--	<input type="text"/>
City:	State:	Zip: (Please leave blank)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

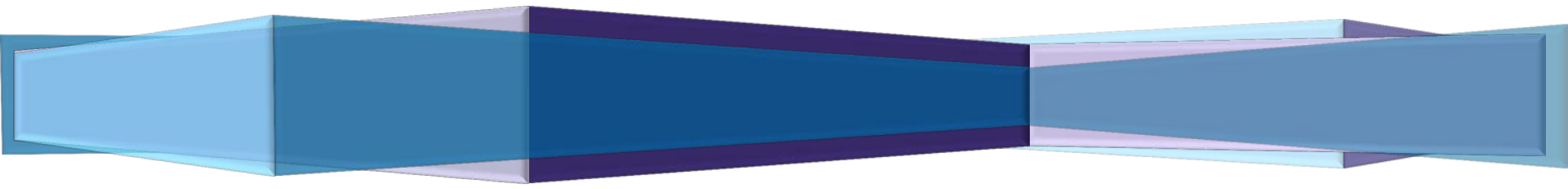
**Parcel**

\* Parcel Number:   
Enter "NA" if no Parcel

***This field will auto-populate after address search***

Save and resume later 

***Fill in Street No. and Name, Click Search***

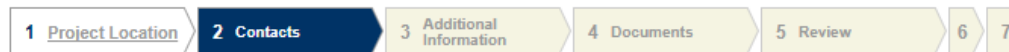




# APPLYING FOR YOUR PERMIT

## *Step Four: Verify Licensed Professional and Complete Applicant Contact Info*

### Street Obstruction



### Step 2 : Contacts > Contacts

\* indicates a required field.

**Licensed Professional**

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

#### CITY OF SPOKANE (DEMO)

License Type: Construct Contr

License Number: DEMO\_LP

Address: Spokane WA 99201

[Edit](#) [Remove](#)

**Applicant**

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

Save and resume later







# APPLYING FOR YOUR PERMIT

**Step Five:** Complete Project Description Fields, Location and Closure Information and Applicable Parking Meter IDs

## Detail Information

\* General Description:  **Ex. "Sidewalk Repair"**

\* Detailed Description:

**Include sub-contractor name and phone number if applicable**

## ASI

### ENGINEERING OBSTRUCTION

\* Is Digging Required?:  Yes  No

\* Will Work on Weekends and Holidays:  Yes  No

\* Start Date:

\* End Date:

\* Number of Days:

Location of Work:  In alley, NW corner of Browne and Main, or S side midblock of Main

Type of Closure:  Detail what portion of right of way will be closed, i.e. sidewalk, parking lane, full lane

Arterial:

Alley Involved:

Sidewalk Involved:

Project Number:

## Parking Meter Information

### METERS

Showing 0-0 of 0

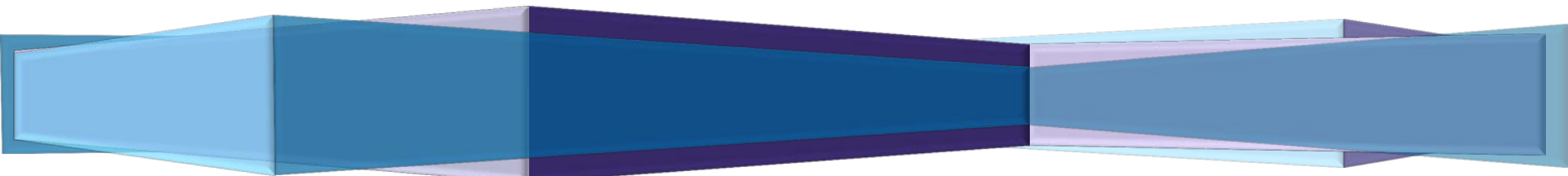
Meter ID	Start Date	End Date	Number of Days Parking Meters Closed	In CBD
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No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

**Add IDs for each affected meter, start and end dates, and note if in CBD**





# APPLYING FOR YOUR PERMIT

## Step Six: Upload Traffic Control Plan (if required)

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[Apply for a Permit](#) | [Search Records & Permits](#)

### Street Obstruction

1 2 Contacts 3 Additional Information 4 **Documents** 5 Review 6 Pay Fees 7

### Step 4 : Documents > Documents

\* indicates a required field.

**Attachment**

The maximum file size allowed is 16 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
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No records found.

Select from Account Add

Continue Application »

Save and resume later





# APPLYING FOR YOUR PERMIT

## Step Seven: Review and Submit Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move

### Record Type

### Street Obstruction

### Address

808 W SPOKANE FALLS BLVD  
SPOKANE WA 00000

### Parcel

Parcel Number: 35183.1501

### Licensed Professional

CITY OF SPOKANE (DEMO)  
808 W Spokane Falls Blvd  
Spokane, WA, 99201  
Other License Type: Commercial Tree License Number  
Other License Number: 1234

WA Construct Contr WA -.DEMO\_LP

### Applicant

City of Spokane  
808 w spokane falls blvd  
spokane, Washington, 99201  
United States

### Detail Information

General Description:Test  
Detailed Description:Test

**Verify all information  
is accurate and all  
required fields  
completed**

**Agree to certification and  
submit application** →

### ENGINEERING OBSTRUCTION

Is Digging Required?: No  
Will Work on Weekends and Holidays: No  
Start Date: 07/10/2017  
End Date: 07/12/2017  
Number of Days: 3  
Location of Work:  
Type of Closure:  
Arterial: No  
Alley Involved: No  
Sidewalk Involved: No  
Project Number:

Edit

### Parking Meter Information

### METERS

No Custom Lists data for the sub group above.

Edit

### Attachment

The maximum file size allowed is 16 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Edit

Name	Type	Size	Latest Update	Action
No records found.				

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 true, complete, and correct and that no material information has been 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.

Date:

Continue Application >

Save and resume later



# TRACKING YOUR PERMIT

*Access permit history and progress*

[Announcements](#) | [Logged in as: Erin Gray](#) | [My Projects](#) | [Cart \(0\)](#) | [Reports \(1\)](#) | [My Account](#) | [Logout](#)

Search...

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[Engineering](#)

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General Search

Enter information below to search for records. Select the search type from the drop-down list.

Search my records only

Record / Permit Number:   
Record Type:

Start Date:    
End Date:

License Type:   
State License Number:

First:  Last:   
Contractor, Architect or Engineer Name:

Business License #:

Street No.:  Direction:   
Street Name:

Parcel No.:

[Search Additional Criteria](#)

***Search current  
and past permits***



# MY ACCOUNT

## Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

### Account Type

Licensed Professional Account

### Login Information

Edit

User Name:

E-mail:

Password:

Security Question:

What is your mother-in-law's maiden name?

### License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-2 of 2 | [Download results](#)

State License #	License Type	Issued On	Expired Date	Status	Action	Country
DEMO_LP	Construct Contr	04/28/2006	12/31/2040	Approved	<a href="#">Actions</a> ▼	
COSROW	Obstruct Contr		12/31/2031	Pending	<a href="#">Actions</a> ▼	

### Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action	Full Name
Erin		Gray	City of Spokane	Contact	Approved	<a href="#">Actions</a> ▼	Erin Gray

### Attachments

The maximum file size allowed is 16 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
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No records found.

Add

### Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account
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No records found.



*THANK YOU!*

