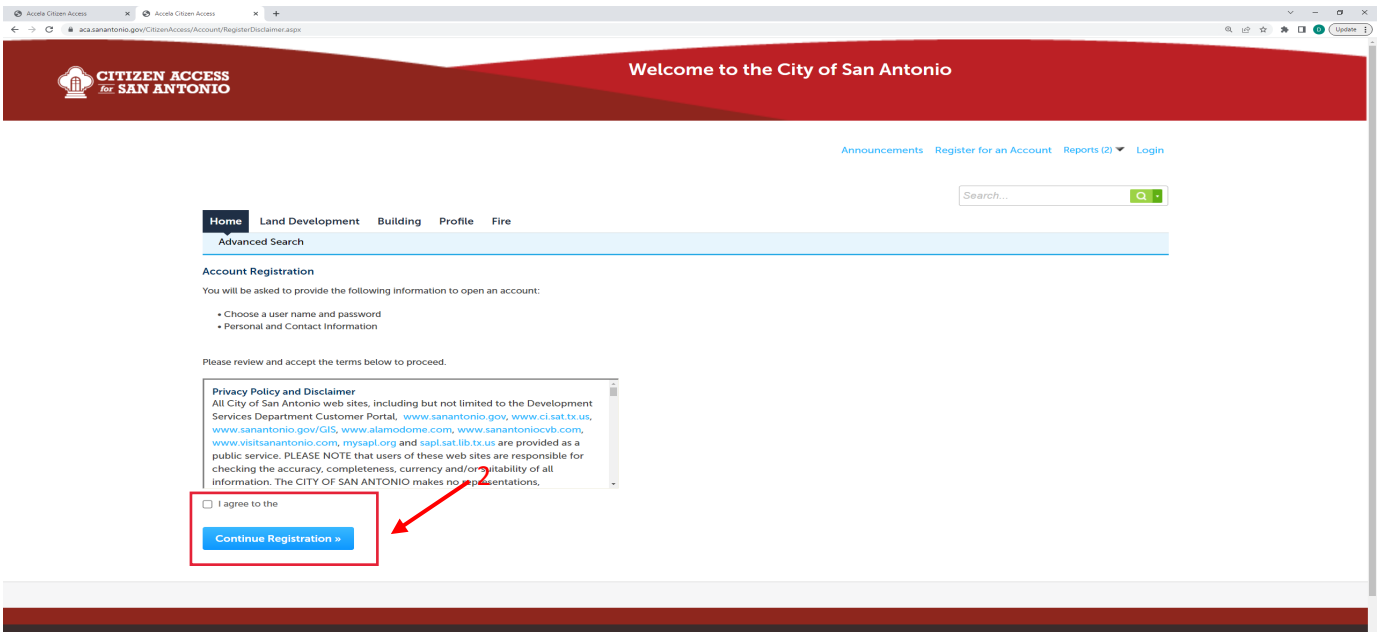
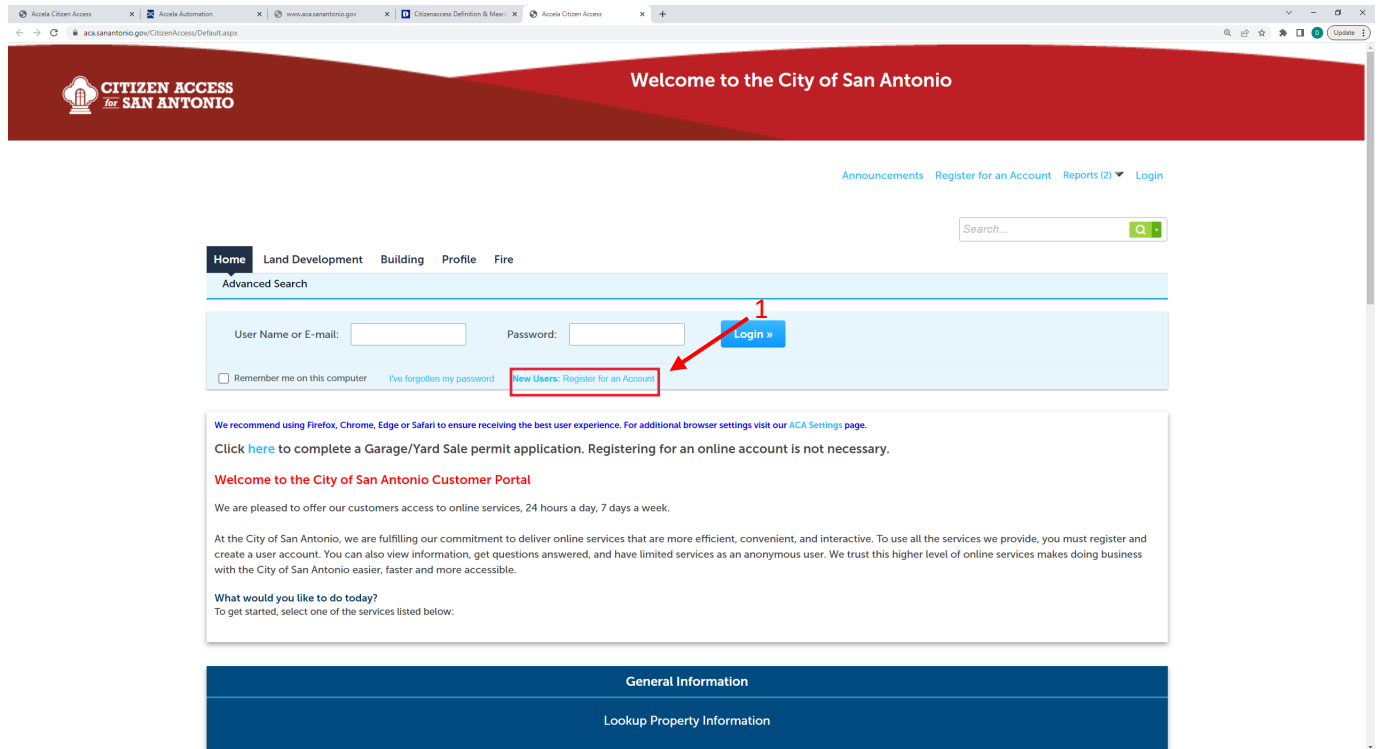


NIGHT CLUB PERMIT TUTORIAL

1) Go to <https://aca.sanantonio.gov/CitizenAccess>



NIGHT CLUB PERMIT TUTORIAL

Account Registration Step 2:
Enter/Confirm Your Account Information

* Indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

[Password Strength Requirements](#)

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

After creating your login, enter your username and password and click “Login”.

CITIZEN ACCESS
for SAN ANTONIO

Welcome to the City of San Antonio

Announcements Register for an Account Reports (2) Login

Search...

Home Land Development Building Profile Fire

Advanced Search

User Name or E-mail: Password:

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Click [here](#) to complete a Garage/Yard Sale permit application. Registering for an online account is not necessary.

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

NIGHT CLUB PERMIT TUTORIAL

2. Click on Fire

The screenshot shows the top navigation bar of the City of San Antonio Citizen Access portal. The header includes the logo for 'CITIZEN ACCESS for SAN ANTONIO' and the text 'Welcome to the City of San Antonio'. Below the header, there are links for 'Announcements', 'Logged in as: Anthony Severson', 'Collections (0)', 'Reports (1)', 'Account Management', and 'Logout'. A secondary row of links includes 'Create an Escrow Account' and 'Amend Escrow Account(s)'. A search bar is located on the right side. The main navigation menu is displayed below, with 'Home', 'Land Development', 'Building', and 'Fire' as primary categories. The 'Fire' category is highlighted with a red box and a red arrow pointing to it. Below the main navigation, there is a sub-menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The user is greeted with 'Hello, Anthony Severson'.

3. Then click "Create an Application" and continue.

This screenshot shows the same portal after clicking on the 'Fire' menu item. The 'Fire' category in the main navigation is now highlighted with a dark background. Below it, a sub-menu is visible with 'Search Applications' and 'Create an Application'. The 'Create an Application' button is highlighted with a red box and a red arrow pointing to it. The rest of the page layout, including the header, search bar, and user greeting, remains the same. A blue bar at the bottom of the page is labeled 'Records'.

NIGHT CLUB PERMIT TUTORIAL

4. Click on “Fire Annual Permit Application”.

The screenshot shows the top navigation bar with the City of San Antonio logo and the text "Welcome to the City of San Antonio". Below the navigation bar, there are links for "Announcements", "Logged in as: Anthony Severson", "Collections (0)", "Reports (1)", "Account Management", and "Logout". A search bar is located on the right side. The main content area has a breadcrumb trail: "Home > Land Development > Building > Fire". Under the "Fire" menu, there are two options: "Search Applications" and "Create an Application". Below this, there is a section titled "Select a Record Type" with a "Search" button. A list of record types is shown, with "Fire Annual Permit Application" highlighted by a red box. Other record types include "Fire HazMat Application", "Fire License Registration Application", "Fire Life Safety System Application", "Fire Special Events Application", "Fire Storage Tanks Application", and "Fire Systems Permit Application". At the bottom of the list, there is a "Continue Application »" button.

5. For permit type select “Night Club”. Then input the name of the Night Club and requested inspection date. Next click “Continue Application”.

The screenshot shows the "Fire Annual Permit Application" form. The breadcrumb trail is "Home > Land Development > Building > Fire". The form is titled "Fire Annual Permit Application" and has a progress bar with steps: 1. Permit Request Information (highlighted), 2. Property Information, 3. Contact Information, 4. Application Information, 5. Document Information, 6, 7, 8. Below the progress bar, the text "Step 1: Permit Request Information > Permit Request Information" is displayed. A note indicates that asterisks (*) denote required fields. The form contains the following fields: "Permit Type" (dropdown menu with "Night Club" selected, indicated by red arrow 1), "Description of Work" (text input with "Name of Night Club", indicated by red arrow 2), "Requested Date of Inspection" (calendar icon with "01/27/2022", indicated by red arrow 3), and "Requested Inspection Comments" (text input). At the bottom, there are two buttons: "Save and resume later" and "Continue Application »" (indicated by red arrow 4).

NIGHT CLUB PERMIT TUTORIAL

6. Enter property information. Then click "Search". The best results are achieved by only entering the "Street No." and "Street Name".

CITIZEN ACCESS for SAN ANTONIO Welcome to the City of San Antonio

Announcements Logged in as:Anthony Severson Collections (0) Reports (1) Account Management Logout

Create an Escrow Account | Amend Escrow Account(s)

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

- 1 Property Information
- 2 Event Type
- 3 Contact Information
- 4 Application Information
- 5 Document Information
- 6
- 7
- 8

Step 1: Property Information > Property
Physical Address is preferred.

* indicates a required field.

Address

For best practices on searching and locating address information, refer to the Address Quick Tip Guide.

Street No.: 100 * Street Name: MONTANA Street Type: --Select--

Unit No.: Building: Level:

* Zip: 78203

[One Stop Zoning Map](#)

Search **Clear**

7. Once the correct address is entered, scroll down to the bottom of the page and click "Continue Application".

Parcel Area: 26

Land Value: Improved Value: Exemption Value:

County Property ID: 106883

Search **Clear**

Owner

Owner Name: CITY OF SAN ANTONIO

Address Line 1: PO BOX 839966, SAN ANTONIO, TX, US, 78283-3966

Address Line 2:

Address Line 3:

City: State: Zip: Country: --Select--

Search **Clear**

Save and resume later **Continue Application »**

NIGHT CLUB PERMIT TUTORIAL

8. On the Contact Information page select all that apply under “APPLICANT ALSO KNOWN AS:”. The “Company Name/Business Owner” and “Property Owner” contact types **must** be assigned to complete the application. Then, click “Continue Application”.

We understand that these designations may not apply to the applicant. Currently this is the only way to get the system to work as intended.

Fire Annual Permit Application

1	2	3	4	5	6	7	8
Permit Request Information	Property Information	Contact Information	Application Information	Document Information			

Step 3: Contact Information > Applicant

If paying by “Escrow”, please ensure the “Escrow Owner” is listed on the application. If you are authorized to use this Escrow Account, please ensure you are listed as an “Authorized Agent”.

* indicates a required field.

Applicant

To edit the Applicant information, use your Account Management page.

Anthony Severson
anthony.severson@sanantonio.gov
Home phone:210-722-6234
Mobile Phone:
Work Phone:
Fax:

▼ Contact Addresses

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		607 Trinity Meadow	

Copy Applicant Contact Information

APPLICANT ALSO KNOWN AS:
(Check all that apply)

Authorized Agent:

Company Name/Business Owner:

Escrow Owner:

Property Owner:

1 →

Save and resume later 2 → Continue Application »

9. Scroll to the bottom and click “Continue Application”.

Fire Annual Permit Application

1	2	3	4	5	6	7	8
Permit Request Information	Property Information	Contact Information	Application Information	Document Information			

Step 3: Contact Information > Contact List

If paying by “Escrow”, please ensure the “Escrow Owner” is listed on the application. If you are authorized to use this Escrow Account, please ensure you are listed as an “Authorized Agent”.

* indicates a required field.

Contact List

To add a new contact, click Look Up or Add New button.
To prevent a contact from receiving emails:
New Contact-Click “Do not receive Email Notifications” box
Existing Contact-Click the contact’s “Edit” link and then click “Do not receive Email Notifications” box
For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Required Contact Type Minimum
✓ Company Name/Business Owner 1

Look Up

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Anthony Severson		Company Name/Business Owner			anthony.severson@sanantonio.gov	Edit Delete

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.

Look Up

Save and resume later Continue Application »

NIGHT CLUB PERMIT TUTORIAL

10. Completely fill out the “NIGHT CLUB PERMIT DETAILS”. Then, click “Continue Application”.

Fire Annual Permit Application

1	2 Property Information	3 Contact Information	4 Application Information	5 Document Information	6 Review	7	8
---	------------------------	-----------------------	---------------------------	------------------------	----------	---	---

Step 4: Application Information > Night Club Permit

* indicates a required field.

Night Club Permit Details

NIGHT CLUB PERMIT DETAILS

Nature of Business: *

Established Month: *

Established Year: *

Occupant Load: *

Alcohol Served: * Yes No

Dance Floor: * Yes No

Food Service: * Yes No

Disc Jockey: * Yes No

Live Entertainment: * Yes No

Portable Outdoor Gas Fired Heating Appliances: * Yes No

Open Flames/Candles: * Yes No

[Save and resume later](#) [Continue Application »](#)

11. Click “Add” and upload a copy of the Night Club’s current Certificate of Occupancy. Then click “Continue Application”.

[Announcements](#) [Logged in as:Anthony Severson](#) [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

[Home](#) [Land Development](#) [Building](#) [Fire](#)

[Search Applications](#) [Create an Application](#)

Fire Annual Permit Application

1	2	3 Contact Information	4 Application Information	5 Document Information	6 Review	7 Validate Fees	8
---	---	-----------------------	---------------------------	------------------------	----------	-----------------	---

Step 5: Document Information > Documents

* indicates a required field.

Attachment

To upload a new document click Add.
The maximum file size allowed is 80 MB
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#) [Save and resume later](#) [Continue Application »](#)

NIGHT CLUB PERMIT TUTORIAL

12. Review the application and if it is correct, check the certification box at the bottom of the page. Then, click “Continue Application”.

Special Event Information Details

Special Event Information [Edit](#)

Farmers Market Event Information

FARMERS MARKET EVENT INFO [Edit](#)
No Custom Lists data for the sub group above.

Explosive Permit Details

EXPLOSIVE PERMIT DETAILS [Edit](#)

Portable Outdoor Gas Fired Appliance Details

PORTABLE OUTDR GAS APPLIANCE [Edit](#)

Attachment [Edit](#)

*To upload a new document click Add.
The maximum file size allowed is 80 MB
html;htm;mht;mhtml are disallowed file types to upload.*

Name	Type	Size	Latest Update	Action
ESTIMATE 2021 HS Football 12.4.2021.pdf	Other Document	195.55 KB	01/18/2022	Actions

OATH: I swear or affirm that the statements contained in this application, including any attachments and related documents, to the best of my knowledge and belief are true, correct, and complete.
CERTIFICATION: 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: 01/18/2022

[Save and resume later](#) [Continue Application »](#)

13. Click “Continue Application”.

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Annual Permit Application

1 2 3 4 Application Information 5 Document Information 6 Review 7 Validate Fees 8 Record Issuance

Step 7: Validate Fees

Application Fees

Fees	Qty.	Amount
Night Club Permit Fee	300	\$275.00
Surcharge - Technological Improvement Fee (i)	1	\$8.25

TOTAL FEES: \$283.25

[Continue Application »](#)

- 14 Make the payment by the method of your choice and submit the application.