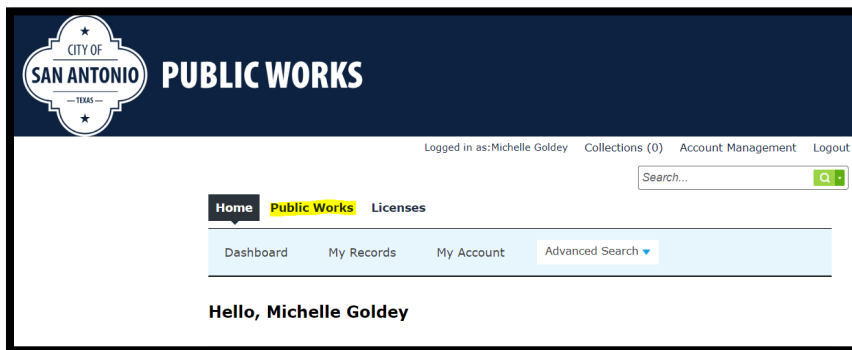




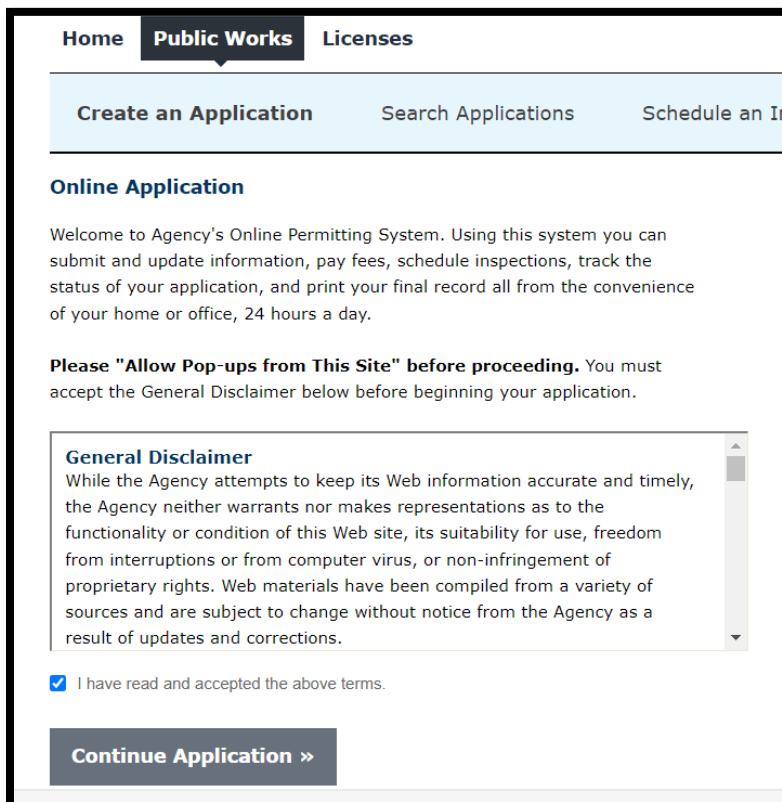
# PUBLIC WORKS

## PWD – Civic Platform Permit Application Process Lane/Sidewalk Closure Permit

1. Go to <https://aca-prod.accela.com/COSA/default.aspx> and login using the login information you set up.
2. You will be taken to the Home Page. To apply for a permit, click on the **Public Works** tab across the top.



3. After the Public Works tab populates click on **Create an Application**, click the **box** and **Continue Application**.





## PUBLIC WORKS

- On the next screen you will choose the appropriate Myself or Another person, and then select **None Applicable** from the drop down under **Licenses**. Then click **Continue Application**.

A screenshot of a web form titled "Create this application as". It has two radio buttons: "Myself" (selected) and "Another person" (with a text input field containing "Misty Valtierra"). Below this is a section titled "Select a License" with the instruction "Select a license for this application from the list below." and a label "\* Licenses:". There is a dropdown menu showing "None Applicable". At the bottom is a button labeled "Continue Application »".

**Create this application as**

☒ Myself

☐ Another person \*

**Select a License**

Select a license for this application from the list below.

\* Licenses:


**Continue Application »**

- Click the triangle to expand the drop down list and choose **Lane and Sidewalk Closure Permit** and click **Continue Application**. **Note: This permit type is not for utility work. You must request one of the excavation permits for utility work.**

A screenshot of a web form titled "Select a Record Type". It has a text input field and a "Search" button. Below this is a section titled "Right of Way Permits" with a dropdown arrow and a list of radio buttons: "Block Party", "Complex Excavation Permit", "Emergency Excavation Permit", "Expedited Simple Excavation Permit", "Lane and Sidewalk Closure Permit", "Parking Restriction", and "Simple Excavation Permit". At the bottom is a button labeled "Continue Application »".

**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.

 **Search**

▼ Right of Way Permits

☐ Block Party

☐ Complex Excavation Permit

☐ Emergency Excavation Permit

☐ Expedited Simple Excavation Permit

☐ Lane and Sidewalk Closure Permit

☐ Parking Restriction

☐ Simple Excavation Permit

**Continue Application »**



## PUBLIC WORKS

6. Enter the following information:

**Application Name:** Company name – Address of Closure

**General Description:** Not required, but can be used to keep track of your internal work order numbers.

**Detailed Description:** *Enter the following text – insert the information in bold:*

Point of Contact: **Name and Phone number**. Permit to temporarily close down the lanes and sidewalk at **address of closure** for **reason for closure** (i.e. development project; pouring of sidewalk or driveway etc).

**Step 1: Project Information > Project Details**\* Indicates a required field.

**Detail Information**

\* Application Name:

General Description:

\* Detailed Description:

[spell check](#)

Click **Continue Application**.

7. Location Information: Enter address and click **Search** to populate the required parcel number. Click **Continue Application**.

**Step 2: Location Information > Location Details**

To locate underground utility lines before you dig, call 811 or (800) 344-8377. 811 is used locating electric and natural gas lines, as well as cable and phone lines. More info can be found [here](#).

SAWS will **only** locate sewer/water mains in the street/alley (City ROW) or up to the resident's property line. All communications must be made by emailing: [locates@saws.org](mailto:locates@saws.org).  
SAWS will not take any locate requests by phone.

SAWS cannot locate sewer lines on private property. To locate lines on private property, please contact a plumber.

\* Indicates a required field.

**Address**

\* Street No.:  Direction:  \* Street Name:  Street Type:

Street Suffix:



## PUBLIC WORKS

8. Contact Information: You will need to specify and **Applicant** and a **Site Contact** for the permit. You can choose **Select from Account** to choose someone (yourself included) from the company account or **Add New** if you need to add someone else who does not have an account on the system.

**Step 3: Contact Information > Contact Details** \* indicates a required field.

### Applicant

---

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

Click **Select from Account**. A pop-up window will appear. Make sure you choose **Associated Contact** and not the license. Click **Continue**.

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Organization	Michelle Goldey
<input type="radio"/> Associated License	RoW Contractor	GOLDFISH CONSTRUCTION Michelle Goldey RoW Contractor LIC-ROW-23-00003

Continue [Discard Changes](#)

A pop-up window will appear. Click the business address and click **Continue**.

### Select Contact from Account

Michelle Goldey  
**Applicant**

Select contact addresses for this contact to attach to the record.

Showing 1-2 of 2

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business		111 Soledad
<input type="checkbox"/>	Business		1901 S Alamo

Continue [Discard Changes](#)

Repeat these steps for the **Site Contact** and click **Continue Application**.



# PUBLIC WORKS

9. **Application Information:** Enter the required information.

**Step 4: Application Information > Application Details**

\* indicates a required field.

**Custom Fields**

**APPLICATION INFORMATION**

\* Work Start Date:

MM/DD/YYYY

\* Work End Date:

MM/DD/YYYY

Total Estimated Days:

\* Length:Linear Ft

\* Width:Linear Ft

Save and resume later

Continue Application »

Click **Continue Application**.

10. **Supporting Documentation** You will need to add the completed lane and sidewalk calculation sheet. Click **Add**.

**Step 5: Supporting Documentation > Documentation**

\* indicates a required field.

**Attachment**

The maximum file size allowed is **100 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;s**  
are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
**Plans**

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »



## PUBLIC WORKS

A pop-up window will appear where you can add the necessary documents (plan, PIF, bond, insurance, etc). Click **Continue** after you have added the document.

**File Upload** ×

The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse  
are disallowed file types to upload.

Continue Add Remove All Can

You will then need to specify what type of document it is. You will choose the Type (Issued permit) from the drop down and then enter a description of what the document is. This is important as if you don't add the required documents for the specific permit type you will not be able to submit the permit. Click **Save**.

**\* Type:**  
Plans ▼

**File:**  
Attachment.docx  
100%

**\* Description:**  
Plan sketch

[spell check](#)

Save Add Remove All

Your document will show in the list. Click **Continue Application**.

Name	Type	Size	Latest Update	Action
Lane-Sidewalk Closure 2023 Excel.xls	Issued Permit	60.00 KB	02/20/2024	<b>Actions</b> ▼

Add

Save and resume later Continue Application »




## PUBLIC WORKS

11. You will move forward to the **Review** page. Look over the information you are submitting and then click **Continue Application**.
12. Confirmation Page/Record Issuance: You will receive the following message once your permit has been successfully submitted. At the bottom of the page is your **Record Number** which serves as your permit number in this system.

**Lane and Sidewalk Closure Permit**

1	2	3	4	5	6 Review	7 Record Issuance
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 Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is ROWLS-24-00075.**

You will need this record number to check the status of your application or to schedule/check results of inspections.

You have successfully submitted your permit.