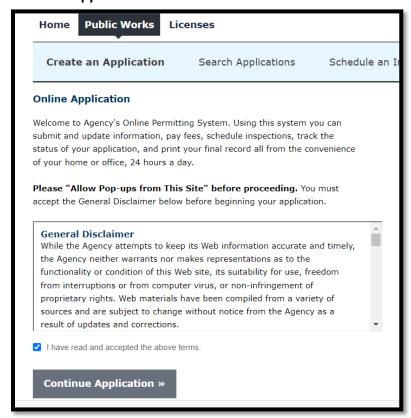# PWD – Civic Platform Permit Application Process
Parking Restriction Permit

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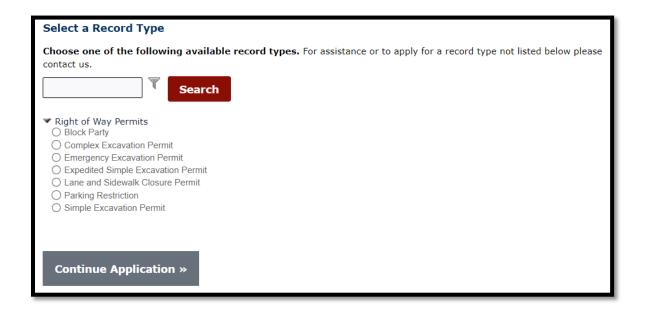
4. On the next screen you will choose the appropriate Myself or Another person, and then
    select **None Applicable** from the drop down under **Licenses**. Then click **Continue
    Application**.

Create this application as
- ● Myself
- ○ Another person * Misty Valtierra▼

Select a License

Select a license for this application from the list below.

* Licenses:

None Applicable ▼

Continue Application »

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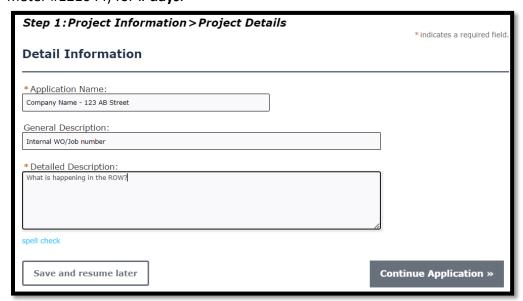   one of the excavation permits for utility work.

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 »

6. Enter the following information:

   Application Name: Company name – Address of Parking location

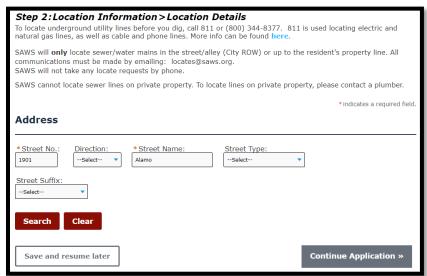   **General Description**: Not required, but can be used to keep track of your internal work order numbers/customer name or event

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

   Point of Contact: **Name and Phone number and email**. Permit to park **(#) vehicle type description of location of parking** (i.e. located on the south curb of 100E Travis St between Soledad and San Antonio Riverwalk Bridge/IBC Building at the pay to park meter #121044) for **# days**.
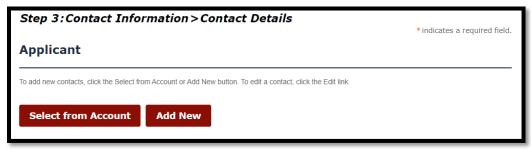

   Click **Continue Application**.

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

8. Contact Information: You will need to specify and **Applicant** and a **Plans Exam 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.

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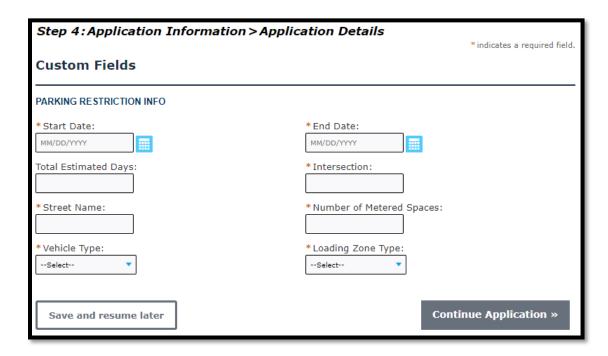

A pop-up window will appear. Click the business address and click **Continue.**

Repeat these steps for the **Plans Exam Contact** and click **Continue Application.**
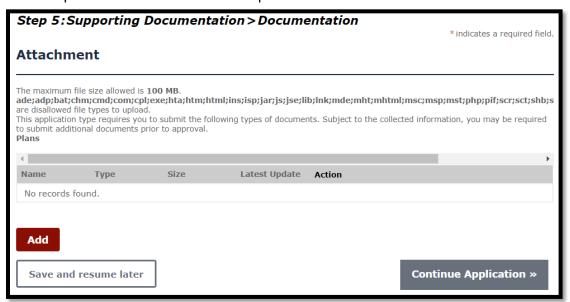
9. **Application Information**: Enter the required information.
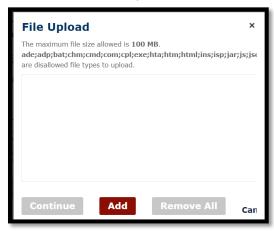

Click **Continue Application**.

10. **Supporting Documentation** You do not need to add any documentation unless you are Tax Exempt. You will add the Tax Exempt documentation here.
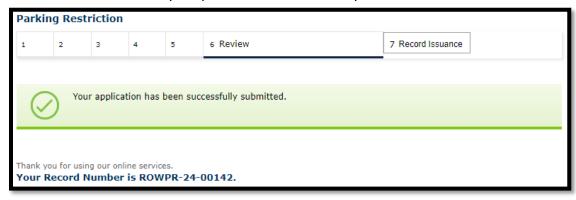
A pop-up window will appear where you can add the necessary documents (plan, PIF, bond, insurance, etc). Click **Continue** after you have added the document.

File Upload ✕

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

[Continue]   [Add]   [Remove All]   Can

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	Actions ▼

Add

[Save and resume later]   **Continue Application »**

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.

Parking Restriction

1	2	3	4	5	6 Review	7 Record Issuance

✓ Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is ROWPR-24-00142.

You have successfully submitted your permit.