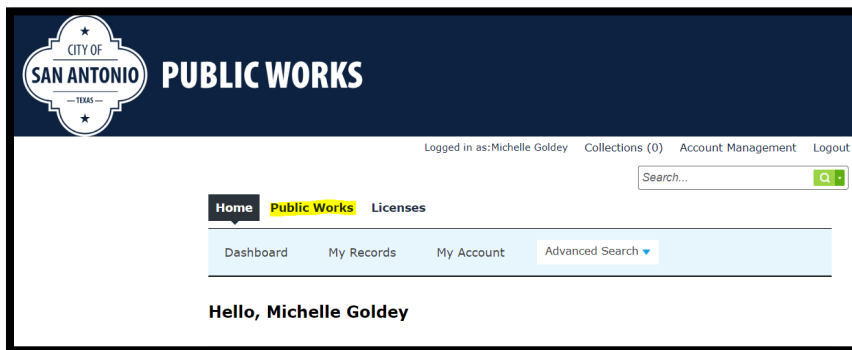




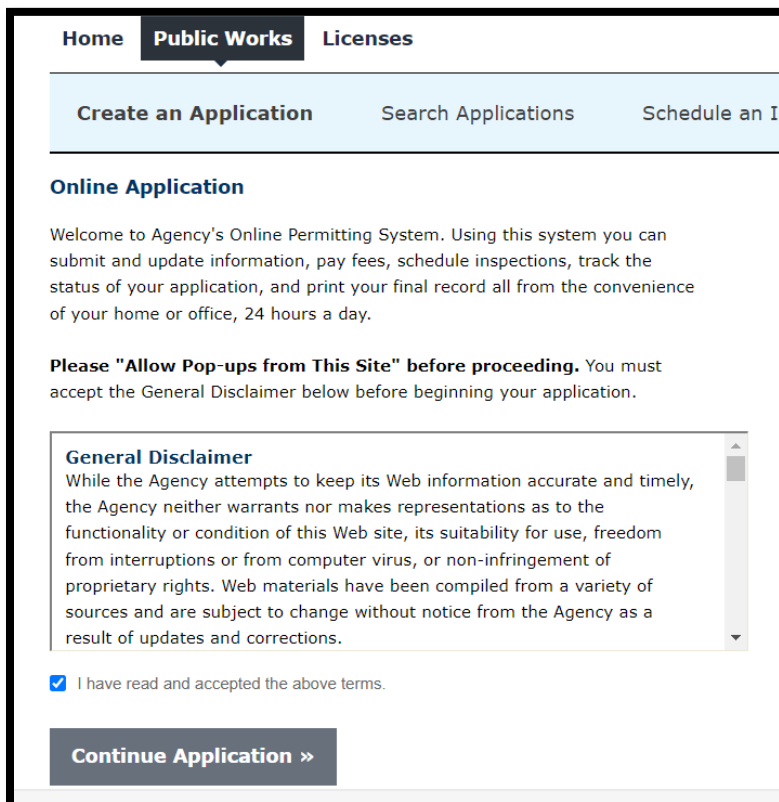
# PUBLIC WORKS

## 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**.





## 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**.

**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 **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 »**



## PUBLIC WORKS

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.**

**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 **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.

**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 **Plans Exam 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**

**PARKING RESTRICTION INFO**

\* Start Date:

MM/DD/YYYY

\* End Date:

MM/DD/YYYY

Total Estimated Days:

\* Intersection:

\* Street Name:

\* Number of Metered Spaces:

\* Vehicle Type:

--Select--

\* Loading Zone Type:

--Select--

Save and resume later

Continue Application »

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.

**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;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;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.

A screenshot of a "File Upload" pop-up window. The title bar says "File Upload" with a close button (X). The text inside says: "The maximum file size allowed is 100 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jsc are disallowed file types to upload." Below this is a large empty rectangular area for file selection. At the bottom, there are four buttons: "Continue" (disabled), "Add" (active, red), "Remove All" (disabled), and "Cancel" (disabled).

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

A screenshot of a document list interface. It has a table with the following columns: Name, Type, Size, Latest Update, and Action. The table contains one row: "Lane-Sidewalk Closure 2023 Excel.xls", "Issued Permit", "60.00 KB", "02/20/2024", and "Actions" with a dropdown arrow. Below the table is a red "Add" button. At the bottom, there are two buttons: "Save and resume later" and "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.

A screenshot of a "Parking Restriction" confirmation page. At the top, there is a progress bar with seven steps: 1, 2, 3, 4, 5, 6 Review (active), and 7 Record Issuance. Below the progress bar is a green banner with a checkmark icon and the text "Your application has been successfully submitted." At the bottom, it says "Thank you for using our online services. Your Record Number is ROWPR-24-00142."

You have successfully submitted your permit.