



PUBLIC WORKS

PWD – Civic Platform Extension Request Process

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. You can either:
 - A. Find your permit in the list and click **Amendment** under the action column.

| ▼ Public Works | | | | | | | |
|--|--------------------------------|--------------------------|---------------------------|---------------------------|-----------------|--------|---------------------------|
| -20 of 69 Download results Add to collection | | | | | | | |
| | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action |
| 5/2024 | ROWSX-24-00038 | Simple Excavation Permit | resubmittal test - simple | Resubmittal test - simple | | Issued | Amendment |

- B. Or you can search the permit number in the search bar. Click **Create Amendment**.

Logged in as: Michelle Goldey Collections (0) Account Management Logout

Home Public Works Licenses

Dashboard **My Records** My Account Advanced Search ▼

Record ROWSX-24-00038:
Simple Excavation Permit
Record Status: Issued

[Add to collection](#)
[Like 0](#) [Post](#)

[Record Info ▼](#) [Payments ▼](#)

Work Location

11444 VANCE JACKSON *

Record Details

Applicant:
Michelle Goldey
Goldfish Construction
111 Soledad
San Antonio, TX, 78212
United States
Work Phone: 2102076949
kmg274@hotmail.com
Business
111 Soledad
San Antonio, TX, 78212
United States

Licensed Professional:
Michelle Goldey
GOLDFISH CONSTRUCTION
111 Soledad
San Antonio, TX, 78212
RoW Contractor LIC-ROW-23-00003

Project Description:
Resubmittal test - simple
resubmittal test - simple

► **More Details**

[Create Amendment](#)



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3. Select the extension time from the drop down (10 days or 30 days). Enter the reason for the extension. Click **Continue Application**.

Note: Point repair permits that has work underway will be allowed one 10 day extension per permit. After one extension a new permit will need to be applied for to continue the work. 30 day extensions are only for COSA contractor permits or when work has not started on a permit.

Step 1: Step 1 > Page 1* Indicates a required field.

Custom Fields

AMENDMENT INFORMATION

* Extension Time:

--Select--

* Reason for Extension:

spell check

Save and resume later

Continue Application »

4. Review the information. Click **Continue Application**.

HomePublic WorksLicenses

Create an ApplicationSearch ApplicationsSchedule an Inspection

RoW Permit Extension

1 Step 1

2 Review

3 Record Issuance

Step 2: Review

Save and resume later

Continue Application »

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

Record Type

RoW Permit Extension

Custom Fields

AMENDMENT INFORMATION

Edit

Extension Time:1 day

Reason for Extension:test

Save and resume later

Continue Application »




PUBLIC WORKS

5. You will receive a confirmation of your request with a record number.

RoW Permit Extension

| | | |
|----------|----------|-------------------|
| 1 Step 1 | 2 Review | 3 Record Issuance |
|----------|----------|-------------------|

Step 3: Record Issuance

 Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is AMD-ROW-000004.

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 extension request.