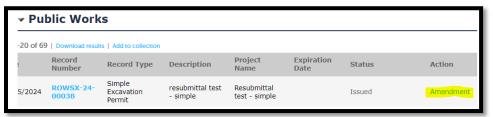
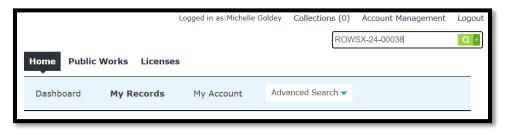


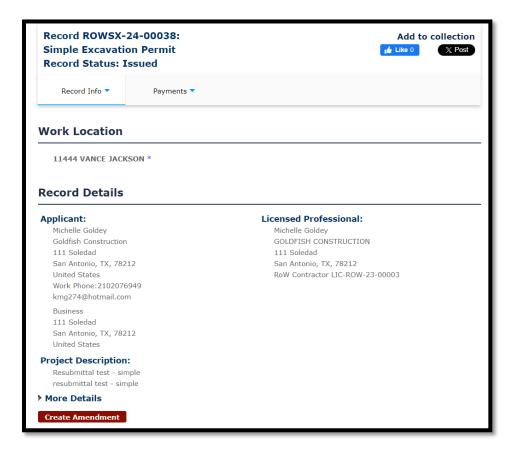
PWD – Civic Platform Extension Request Process

- 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.



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

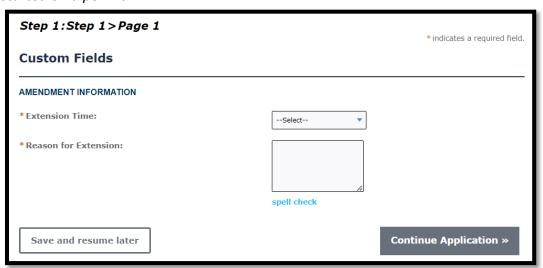




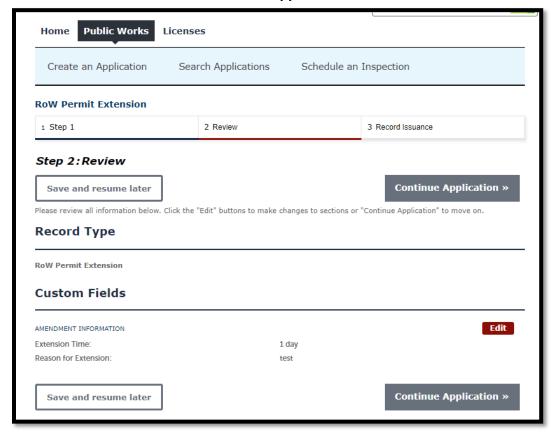


3. Select the extension time from the drop down (10 days or 30 days). Enter the reason for the extension. Click **Continue Application.**

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.

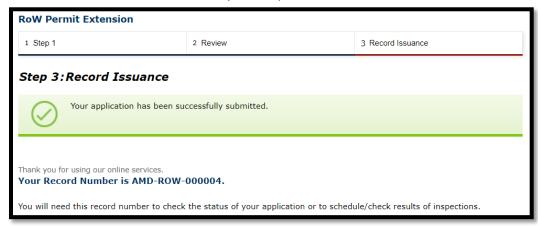


4. Review the information. Click Continue Application.





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



You have successfully submitted your extension request.