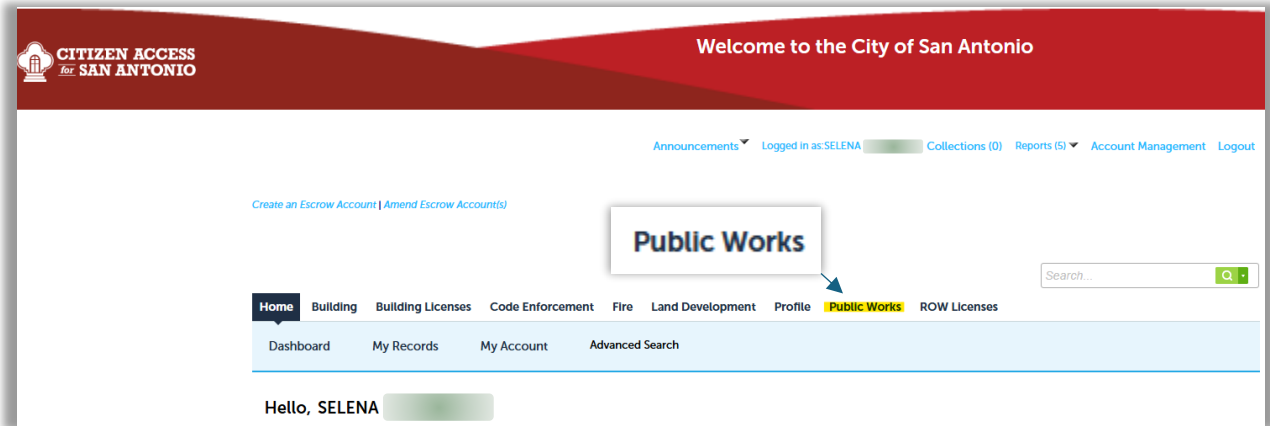


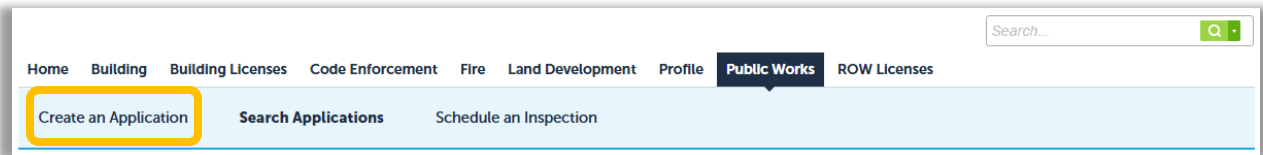


Citizen Access Right of Way Permit Application Process

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. 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**.



4. Ensure that you are allowing Pop-ups from the site, read and accept the **General Disclaimer**, and click **Continue Application**.



Citizen Access Right of Way Permit Application Process

Home Building Building Licenses Code Enforcement Fire Land Development Profile **Public Works** ROW Licenses

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to the City of San Antonio Development Services Department's Online Permitting System. Use this system from the convenience of your home or office, 24 hours a day to:

- Submit and update information
- Pay fees
- Schedule inspections
- Track the status of your applications
- Print your final record

To get started you MUST:

- "Allow Pop-ups from This Site" - More information can be found at www.sanantonio.gov/dsd/BuildSAHelp.aspx
- Accept the General Disclaimer below

General Disclaimer

All City of San Antonio web sites, including but not limited to the Development Services Department Customer Portal, www.sanantonio.gov, www.ci.sat.tx.us, www.sanantonio.gov/GIS, www.alamodome.com, www.sanantoniocvb.com, www.visitsanantonio.com, mysapl.org and sapl.sat.lib.tx.us are provided as a public service. PLEASE NOTE that users of these web sites are responsible for checking the accuracy, completeness,

I have read and accepted the above terms.

[Continue Application >](#)

5. **Create this application as:** If you are a **Delegate**, you will select **Another person** and choose the **Licensed Professional** and select their **ROW Contractor License** from the drop-down list. Then click **Continue Application**. If you are **not a Delegate**, this screen will **not** appear and you will be applying as yourself.

Delegate view:

Create this application as

Myself

Another person * Ashwini

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

RoW Contractor LIC

Jerry

Primary Phone: [Redacted]
Mobile Phone: [Redacted]
Fax: [Redacted]
RoW Contractor LIC-ROW- [Redacted]

[Continue Application >](#)



Citizen Access Right of Way Permit Application Process

6. **Select a Record Type:** Click the triangle to expand the drop-down list and choose the type of permit you need to obtain and click **Continue Application**. For COSA contractors pulling a coordination purposes only permit please choose Simple Excavation Permit. This will ensure the permits are routed to the correct reviewing group.

Home Building Building Licenses Code Enforcement Fire Land Development Profile **Public Works** ROW Licenses

Create an Application Search Applications Schedule an Inspection

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.

- Public Works**
 - Block Party
 - Complex Excavation Permit
 - Emergency Excavation Permit
 - Expedited Simple Excavation Permit
 - Lane and Sidewalk Closure Permit
 - Parking Restriction
 - RoW Permit Extension
 - Simple Excavation Permit

Note: Do NOT choose Block Party, Lane and Sidewalk Closure or Parking Restriction unless staff has instructed you to do so. The Lane and Sidewalk Closure permit type does not cover utility work in the Right of Way. The excavation permits will cover your lane and sidewalk closure associated with your utility work.

7. Depending on the type of permit you will be stepped through the required information. On the Project Information page make sure you enter all required information (*).

Application Name: Company name – Address

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



Citizen Access Right of Way Permit Application Process

Detailed Description: Describe what work will be happening within the right of way (scope of work).

Simple Excavation Permit

1 Project Information 2 Location Information 3 Contact Information 4 Application Information 5 Supporting Documentation 6 7

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

Detail Information

Application Name:

General Description:

Detailed Description:
General description of work. What is happening in the ROW?

[spell check](#)

Click **Continue Application**.

8. **Location Information:** To search for the address, enter the Street Number and Street Name and click **Search**.

Simple Excavation Permit

1 Project Information 2 Location Information 3 Contact Information 4 Application Information 5 Supporting Documentation 6 7

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. 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

Enter the closest address to the work location being performed. The parcel will populate automatically when you select an address.

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

City: State: Zip:



Citizen Access Right of Way Permit Application Process

Parcel

* Parcel Number:
494063

Lot: Block: 5 Subdivision: --Select--

Book: Page:

Tract: 1901 S ALAMO ST, SAN ANTONIO, TX 78204 Legal Description: NCB 2561 BLK 5 LOT 1 ONE STOP DEVELOPMENT CENTER

Parcel Area:

Land Value: Improved Value: Exemption Value:

County Property ID:
133311

The Parcel information will populate automatically once you select the address. Click **Continue Application**.



Citizen Access Right of Way Permit Application Process

9. **Contact Information/Contact Details:** The **Applicant** and **Licensed Professional** information will automatically be populated.

Simple Excavation Permit

1 Project Information 2 Location Information 3 Contact Information 4 Application Information 5 Supporting Documentation 6 7

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.

SELENA
[Redacted]
[Redacted]

Mobile Phone:
Work Phone:
Fax:
[Edit](#)

▼ Contact Addresses

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing	[Redacted]	[Redacted]	[Redacted]

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link.

Jerry
[Redacted]
[Redacted]

License Type: RoW Contractor
License Number: [Redacted]
Address: San Antonio 78207
[Edit](#)

Enter the **Site Contact** Info, if it is different from the **Applicant**.

Site Contact Information

SITE CONTACT INFO

* Is site contact same as Applicant?: Yes No

* Site contact first name:

* Site contact last name:

* Site contact phone number:

* Site contact email:

[Save and resume later](#) [Continue Application »](#)



Citizen Access Right of Way Permit Application Process

10. **Application Information:** Enter the required information. For **Bond Amount** if your company provides an annual \$100k bond make sure to choose the 100,000 option. Otherwise, you will be required to attach the bond to the permit to submit the request.

Custom Fields

APPLICATION INFORMATION

* Work Start Date: <input type="text" value="03/27/2026"/>	* Work End Date: <input type="text" value="04/24/2026"/>
* Bond Amount: <input type="text" value="100,000"/>	* Length: <input type="text" value="4"/> Linear Ft
* Depth: <input type="text" value="4"/> Linear Ft	* Width: <input type="text" value="4"/> Linear Ft
* Is this a CoSA contract?: <input type="radio"/> Yes <input checked="" type="radio"/> No	* Is this BAU/Maintenance?: <input type="radio"/> Yes <input checked="" type="radio"/> No

811 Confirmation:

EXCAVATION WORK TYPE

Alley: <input type="checkbox"/>	Behind Curb: <input checked="" type="checkbox"/>
Curb/Gutter: <input type="checkbox"/>	Driveway: <input type="checkbox"/>
Median: <input type="checkbox"/>	Sidewalk: <input checked="" type="checkbox"/>
Non-Standard Pole Replacement: <input type="checkbox"/>	Standard Pole Replacement: <input type="checkbox"/>
Street Bore: <input type="checkbox"/>	Street Excavation: <input checked="" type="checkbox"/>
Street Interrupt: <input type="checkbox"/>	Non-Excavation: <input type="checkbox"/>

NON-EXCAVATION WORK TYPE

Aerial: <input type="checkbox"/>	Alley: <input type="checkbox"/>
Drainage Easement: <input type="checkbox"/>	Manhole Servicing: <input type="checkbox"/>
Street Interrupt: <input type="checkbox"/>	



Citizen Access Right of Way Permit Application Process

UTILITY FRANCHISE INFORMATION

*Utility Franchise: Yes No

Franchise Name: --Select--

CPS Utility Type: --Select--

Click on **Add a Row** to add a **Work Location**.

Custom Lists

WORK LOCATION

Showing 0-0 of 0

Block Start	Block End	Direction	Street Name	Street Suffix	Alley
No records found.					

Add a Row Edit Selected Delete Selected

Save and resume later [Continue Application >](#)

A **Work Location** pop-up box will appear. Enter the information and click **Submit**.

WORK LOCATION [X]

Block Start: 1900

Block End: 2000

Direction: S

Street Name: ALAMO

Street Suffix: St

Alley: Yes No

Submit Cancel



The **Work Location** will be populated into the **Custom List**.

Custom Lists

WORK LOCATION

Showing 1-1 of 1

<input type="checkbox"/>	Block Start	Block End	Direction	Street Name	Street Suffix	Alley	
<input type="checkbox"/>	1900	2000	S	ALAMO	St	No	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

Click **Continue Application**.

11. Supporting Documentation You will need to add any project plans/sketches, insurance documents, bond documents, project information forms etc. at this stage. Click **Add**.

Step 5: Supporting Documentation > Documentation

* indicates a required field.

Attachment

The maximum file size allowed is 80 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;se;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

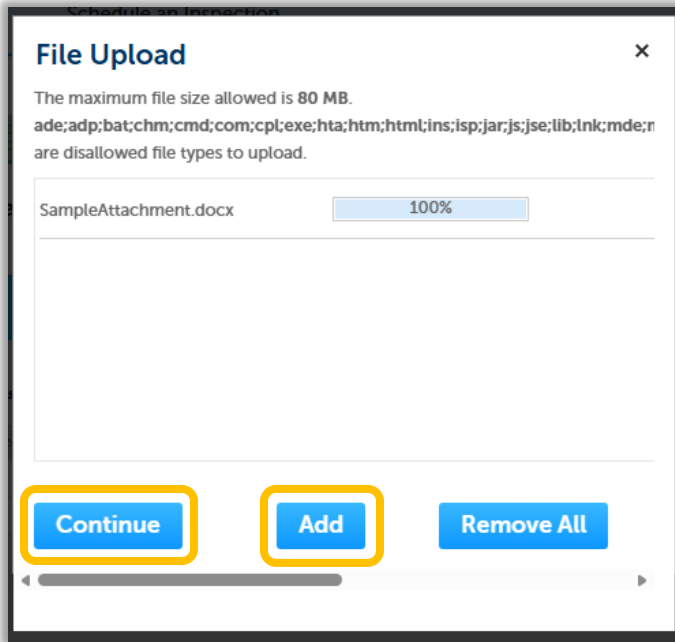
[Add](#)

[Save and resume later](#) [Continue Application »](#)

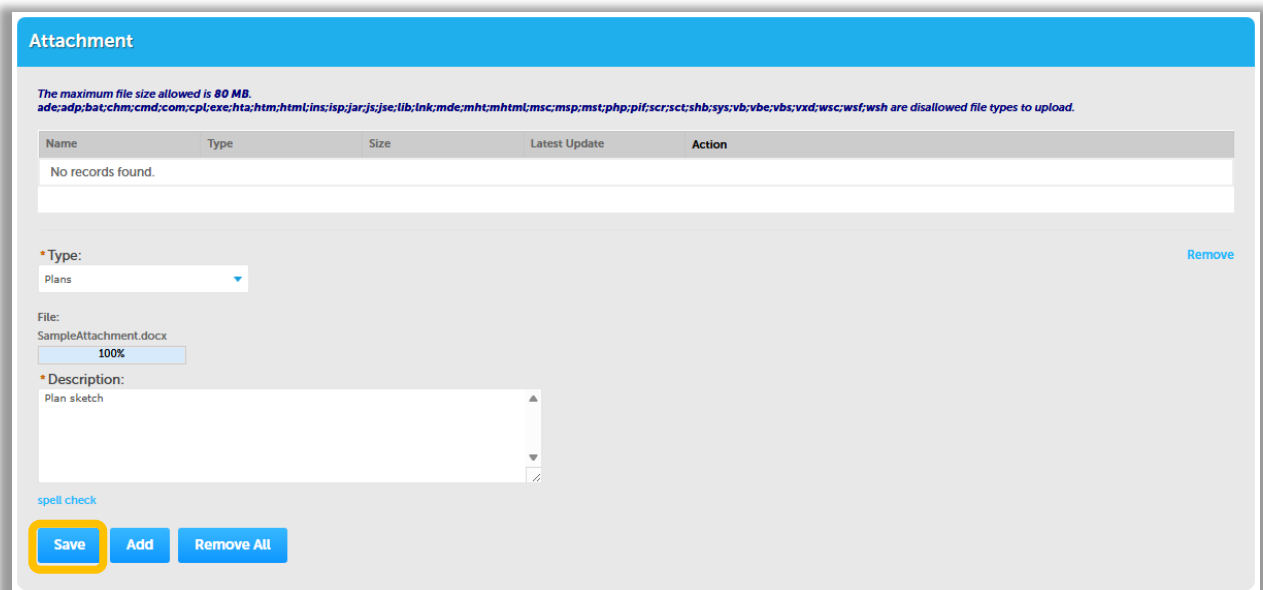


Citizen Access Right of Way Permit Application Process

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



You will then need to specify what type of document it is. You will choose the Type 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**.





Citizen Access Right of Way Permit Application Process

Your document will show in the list. You can then add any additional documents or click **Continue Application**.

Attachment

The maximum file size allowed is 80 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
SampleAttachment.docx	Plans	12.86 KB	Pending	

[Add](#)

[Save and resume later](#) [Continue Application »](#)

12. You will move forward to the **Review** page. Look over the information you are submitting and then click **Continue Application**.

13. 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.

Simple Excavation Permit

1 2 3 Contact Information 4 Application Information 5 Supporting Documentation 6 Review 7 Record Issuance

Step 7: Record Issuance

Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is ROWSX-26-00080.

You have successfully submitted your permit.



Citizen Access Right of Way Permit Application Process

Note: If you need to pause at any time during the application process, you can click on **Save and resume later**. This will save your progress.

Custom Lists

WORK LOCATION

Showing 0-0 of 0

Block Start	Block End	Direction	Street Name	Street Suffix	Alley
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Save and resume later [Continue Application >](#)

To find and resume your application, click on the **Public Works** tab, locate your application, and click **Resume Application**.

Home Building Building Licenses Code Enforcement Fire Land Development Profile **Public Works** ROW Licenses

Create an Application **Search Applications** Schedule an Inspection

Records

Showing 1-10 of 96 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	03/24/2026	26TMP-000716	Simple Excavation Permit	Description of work - what is happening in the ROW?	Company Name - 123 AB Street			Resume Application	Internal WO/Project Number