Application Instructions

“AFTER HOURS” PERMIT

The “After Hours” application type is to request permission to perform construction outside of standard construction hours.

START YOUR APPLICATION

1. Go to the Virtual Permit Center at https://aca.accela.com/CONCORD

2. You must “Register for an Account” and “Login” in order to create applications. When registering your account be sure to include your phone and email information as this will be used to contact you regarding your permits.

3. Select the “Building” application type.

4. Select “Create an Application”.

City of Concord, California | ePermit Online
Welcome to the City of Concord’s ePermit portal. We are pleased to offer online permit research to citizens, businesses and visitors.

Citizens may research Building, Planning, Engineering and Public Works permits and inspection results 24 hours a day. You do not need to register in order to view this information.

Registered users may apply online for various permits. To register, or to learn more about online permits, please review the online permits information available here: http://www.cityofconcord.org/OnlinePermitInformation

What would you like to do today? To get started, select one of the services listed below:

Building
- Search Applications
- Engineering
- Search Applications

Planning
- Search Applications
- Service Request
- Search Applications

Hello, Ryan Pursley

My Collection (0)
5. Read the disclaimer, check the check-box and select “Continue Application”.

![Image of the application interface with highlighted sections for disclaimer and application.

6. Select the “After Hours” permit type and select “Continue Application”.

![Image of the application interface with highlighted sections for selecting permit type.

PROJECT LOCATION

1. Search by Address OR Parcel number for the location the requested After Hours work will take place. Enter the info and select “Search”.

![Image of the application interface for location search with highlighted input fields.]
2. Select the correct location from the search results. The Other property information will auto-populate. Then select “Select”.

![Address Search Result List]

3. Verify the selected location information is correct, then at the bottom of the page select “Continue Application”.

![Associated Parcels]

![Associated Owners]

![Owner]
CONTACT INFORMATION

1. You must fill out both the “Applicant” and “Depositor” information.

**Option 1:** “Select from Account” and choose “Associated Contact” info or the “Owner” info and select “Continue”

Or

**Option 2:** Select “Add New”.

Enter the contact information. **Be sure to fill out the phone and email** as this is how permit staff will contact the applicant and provide permit updates. When complete, select “Continue”.

![Select from Account](image1)

![Select Contact from Account](image2)

![Applicant](image3)

![Contact Information](image4)
2. The contact information is now added. Select “Continue Application”.

**DETAILED INFORMATION**

1. Provide the requested information in the “Detailed Description of Work” and select “Continue Application”.

**Step 3: Detailed Information > Details**

**Detail Information**

Please provide a detailed description of the proposed work:
- Work Dates and Hours
- Work Type and Equipment
- Nearest distance to Res Buildings (ft)
- Site Superintendent’s Name, After Hour Phone Number, email, daytime phone number

**Detailed Description of Work**

8/20/2020 - Interior Jackhammer removal of existing slab, 500ft to nearest residence, Site contact - City of Concord; 925-761-3107, blgpermits@cityofconcord.org

**Certification**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I, the undersigned, agree to perform the indicated work utilizing the listed equipment only during the hours and dates set forth in the issued after-hour permit and to adhere to all conditions that are stated in the city-issued after-hour permit. I also agree that this after-hour permit shall become null and void and that I will cease all after-hour work if any complaint of noise is received by the City.

Date: 07/29/2020

By checking this box, I agree to the above certification.

**Save and resume later**

**REVIEW**

1. Review all the information and edit any as necessary. At the bottom of the page read the certification, check the check-box, and select “Continue Application”.
PAY FEES

1. This screen summarizes the fees due. Review and select “Continue Application”.

### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you’ve entered.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (BL)</td>
<td>1</td>
<td>$3.50</td>
</tr>
<tr>
<td>Processing Fee per Hour (BL)</td>
<td>0.5</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES: $53.50**  
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application]

2. Enter all the required fields for the credit card information and select “Submit Payment”.

### Credit Card Information:

- **Card Type:**  
- **Card Number:**  
- **Security Code:**

- **Name on Card:**
- **Exp. Date:**
  - 01
  - 2020

### Credit Card Holder Information:

- **Country:** United States

- **Billing Address:**  

- **City:**  
- **State:**
- **Zip:**

- **Phone:**

- **E-mail:**

[Submit Payment]
PAYMENT RECEIVED

The next screen will show confirmation that payment was made and your application was successfully submitted. **This is not an approval for the after hours work.**

**Step 6: Payment Received**

Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is AH20052.

You will need this number to check the status of your application, a

Your application is under review. Staff will evaluate to check status, or make other updates.

AFTER HOURS WORK APPROVED OR DENIED

Staff will review the application (typically two business days) and you will receive an email notifying you if your application is approved or denied.