



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.

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/OnlinePermitsInformation>

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

Building Search Applications	Planning Search Applications
Engineering Search Applications	Service Request Search Applications

Login

User Name or E-mail:

Password:

Login >

Remember me on this computer

[I've forgotten my password](#)
[New User](#) **Register for an Account**

3. Select the “Building” application type.

Home **Building** Planning Engineering Service Request

Dashboard My Records My Account Advanced Search

Hello, Ryan Pursley

My Collection (0)

4. Select “Create an Application”.

Home **Building** Planning Engineering Service Request

Create an Application Search Applications

Records

5. Read the disclaimer, check the check-box and select "Continue Application".

The screenshot shows the 'Online Application' page. At the top, there is a navigation bar with 'Home', 'Building', 'Planning', 'Engineering', and 'Service Request'. Below this is a blue header with 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message. A 'General Disclaimer' is displayed in a scrollable box. Below the disclaimer, there is a checkbox with a red circle around it, and a green 'Continue Application »' button with a red circle around it.

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

The screenshot shows the 'Select a Record Type' page. It has a search bar and a 'Search' button. Under the 'Building Permits' section, the 'After Hours' radio button is selected and circled in red. At the bottom, there is a green 'Continue Application »' button with a red circle around it.

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".

The screenshot shows the 'Step 1: Work Location > APO' page. It has two sections: 'Address' and 'Parcel'. The 'Address' section has fields for 'Street No.' (1950), 'Direction' (--Select--), 'Street Name' (p), and 'Street Type' (--Select--). Below these are fields for 'City', 'State' (--Select--), and 'Zip'. There are 'Search' and 'Clear' buttons. The 'Parcel' section has a 'Parcel Number' field and 'Search' and 'Clear' buttons. Red circles highlight the 'Search' buttons in both sections.

2. Select the correct location from the search results. The Other property information will auto-populate. Then select "Select".

Address Search Result List

<input type="radio"/>	1950 OLIVERA RD, E, CONCORD CONTRA COSTA CA 94520, 1950 OLIVERA RD STE E, CONCORD, CA 94520, 1950 OLIVERA RD STE E CONCORD, CA 94520	CONCORD	CA	94520
<input type="radio"/>	1950 OVERHILL RD, CONCORD CONTRA COSTA CA 94520, 1950 OVERHILL RD, CONCORD, CA 94520, 1950 OVERHILL RD CONCORD, CA 94520	CONCORD	CA	94520
<input checked="" type="radio"/>	1950 PARKSIDE DR, CONCORD CONTRA COSTA CA 94519, 1950 PARKSIDE DR, CONCORD, CA 94519, 1950 PARKSIDE DR CONCORD, CA 94519	CONCORD	CA	94519

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 111240014	B	240	WISTERIA

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CONCORD CITY OF	1950 PARKSIDE DR CONCORD CA 94519

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

Owner

Owner Name: ?

Address:

City: State: Zip:

Phone: E-mail:

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”

Applicant

To add a contact associated your registered account, c

Select from Account **Add New**

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	Applicant	Ryan Pursley
<input type="radio"/> Associated Owner		CONCORD CITY OF

Continue Discard Changes

Or

Option 2: Select “Add New”.

Applicant

To add a contact associated your registered account, c

Select from Account **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”.

Contact Information

First: Concord Last: City

Name of Business:

Address Line 1: 1950 Parkside Dr

City: Concord State: CA Zip: 94519

Phone: 925-671-3107 Work Phone: Mobile Phone:

Fax: E-mail: bldgpermits@cityofconcord.org X

Continue Clear Discard Changes

2. The contact information is now added. Select “Continue Application”.

Depositor

Please enter parties who make payments on this permit.

Contact added successfully.

CONCORD CITY OF
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Licensed Professional

To add a new Licensed Professional, click Add New. To find an existing Licensed Professional, click Look Up.

[Add New](#) [Look Up](#)

[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
8/3/2020, Interior Jackhammer removal of existing slab, 500ft to nearest residence, Site contact - City of Concord, 925-761-3107, bldgpermits@cityofconcord.org

[Continue Application >](#)

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”.

Detail Information [Edit](#)

Detailed Description of Work 8/3/2020, Interior Jackhammer removal of existing slab, 500ft to nearest residence, Site contact - City of Concord, 925-761-3107, bldgpermits@cityofconcord.org

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

By checking this box, I agree to the above certification. Date: 07/29/2020

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

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.

Application Fees

Fees	Qty.	Amount
Technology Fee (BL)	1	\$3.50
Processing Fee per Hour (BL)	0.5	\$50.00

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: ?

--Select-- [] []

* Name on Card: * Exp. Date:

[] 01▼ 2020▼

Credit Card Holder Information:

Auto-fill with Ryan Pursley▼

Country: United States▼

* Billing Address: []

* City: * State: * Zip:

[] --Select--▼ []

* 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.