



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-prod.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 top navigation bar with 'Home', 'Building' (selected), '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 and a disclaimer. A scrollable box contains the 'General Disclaimer' text. Below the disclaimer is a checkbox with a mouse cursor over it, and a green 'Continue Application »' button circled in red.

Home Building Planning Engineering Service Request

Create an Application Search Applications

Online Application

Welcome to the City of Concord Online Permitting System. Using this system you can submit an application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

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

The screenshot shows a form titled 'Select a Record Type'. It has a search bar with a question mark icon and a 'Search' button. Below the search bar is a section titled 'Building Permits' with a list of radio button options. The 'After Hours' option is selected and circled in red. At the bottom of the form is a green 'Continue Application »' button also circled in red.

Select a Record Type

Choose one of the following available record types. For more information, click the question mark icon.

Search

Building Permits

- After Hours
- Building
- Change of Address Request
- Miscellaneous Plumbing, Electrical or Mechanical
- Reroof Permit
- Revision

Continue Application »

PROJECT LOCATION

1. Search by Address OR Parcel number for the location the work will take place. The best way to search is to enter just the address number and first word of the street name and select "Search".

Step 1: Project Location > Project Location
Please enter the construction project's location information.

Address

ONLY enter the street number and the first word of the street name, and then select SEARCH.

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

Unit Type: Unit No.:

City: State: Zip:

2. The address will then auto-fill, or if there are multiple addresses under the search it will return a list. Select the correct address from the search results and select "Select" at the bottom.

Address Search Result List

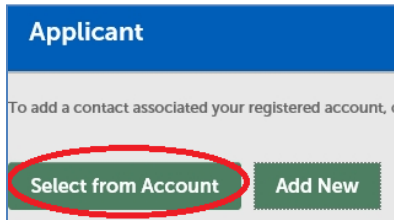
<input type="radio"/>	1950 OLIVERA RD, E, CONCORD CONTRA COSTA CA 94520, 1950 OLIVERA RD STE E, CONCORD, CA 94520, 1950 OLIVERA RD STE E CONCORD, CA 94520	CONCORD	CA	94520
<input type="radio"/>	1950 OVERHILL RD, CONCORD CONTRA COSTA CA 94520, 1950 OVERHILL RD, CONCORD, CA 94520, 1950 OVERHILL RD CONCORD,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

3. The rest of the property information will auto-fill. Then select "Continue Application" at the bottom of the page

CONTACT INFORMATION

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

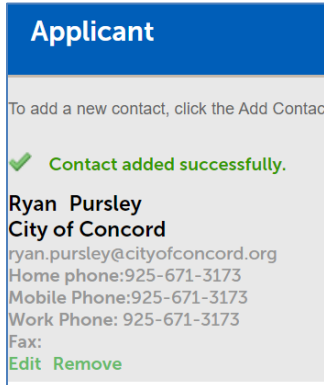
Option 1: Select "Select from Account" and your user information will auto-populate.



Applicant

To add a contact associated your registered account, click the Select from Account button.

Select from Account **Add New**



Applicant

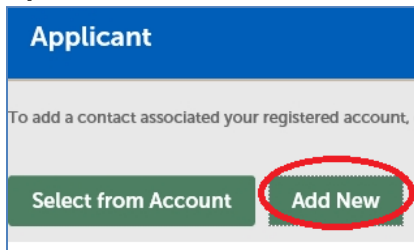
To add a new contact, click the Add Contact button.

✔ **Contact added successfully.**

Ryan Pursley
City of Concord
ryan.pursley@cityofconcord.org
Home phone:925-671-3173
Mobile Phone:925-671-3173
Work Phone: 925-671-3173
Fax:
[Edit](#) [Remove](#)

Or

Option 2: Select "Add New".

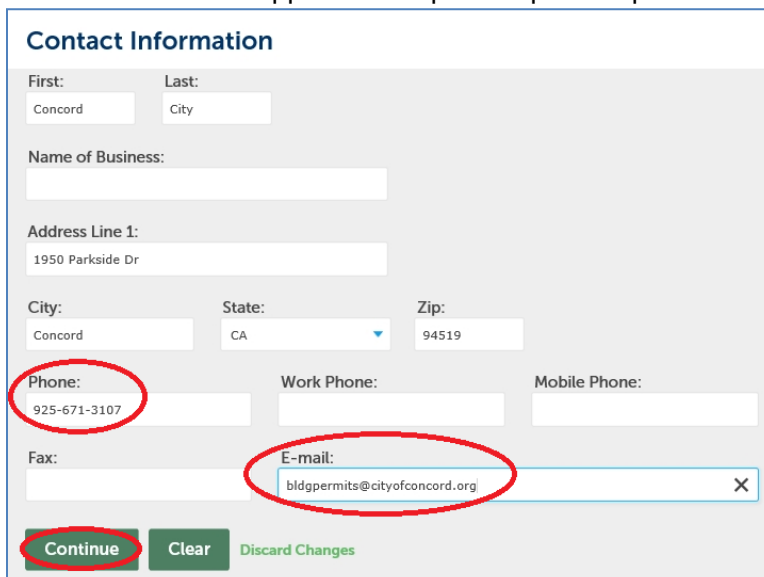


Applicant

To add a contact associated your registered account, click the Add New button.

Select from Account **Add New**

Enter the contact information. **Be sure to enter VALID phone and email** as this is how permit staff will contact the applicant and provide permit updates. When complete, select "Continue".



Contact Information

First: Last:

Name of Business:

Address Line 1:

City: State: Zip:

Phone: Work Phone: Mobile Phone:

Fax: E-mail:

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. Select whether or not you will need an inspection to take place after-hours along with your after-hours work, provide the requested information in the "Detailed Description of Work", and then select "Continue Application".

Project Information

ONLINE INFORMATION

* Will this work require an inspection outside of regular business hours? (After-hours Inspections are charged a minimum two hour inspection fee) : Yes No

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
Please enter information about your application here

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: ?

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* 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.