

Accela Citizen Access
(ACA)
Permit
User Guide



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APPLYING FOR A PERMIT ONLINE

Step 1: Launch Web Browser.

Launch your web browser and navigate to the City of Watertown’s Accela Citizen Access,

<https://aca-prod.accela.com/WATERTOWNNY/Default.aspx>. *It is recommended that you use Google Chrome or Microsoft Edge.*

Before you begin, be sure to allow pop-ups in your web browser.

*For instructions on how to allow pop-ups in **Google Chrome**, read more here:*

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

*For instructions on how to allow pop-ups in **Internet Explorer**, read more here:*

<https://support.microsoft.com/en-us/search?query=allow%20pop%20ups%20in%20edge>

Step 2: Login.

Enter your “User Name or E-mail” and “Password” into the designated fields. *If you do not have a User Name and Password, review the document, **Accela Citizen Access: Guide to Creating an Account**.*

Accessibility Support [Register for an Account](#) [Login](#)

Home [Permits](#) [Rental Registration](#)

Sign In

[Forgot Password?](#)

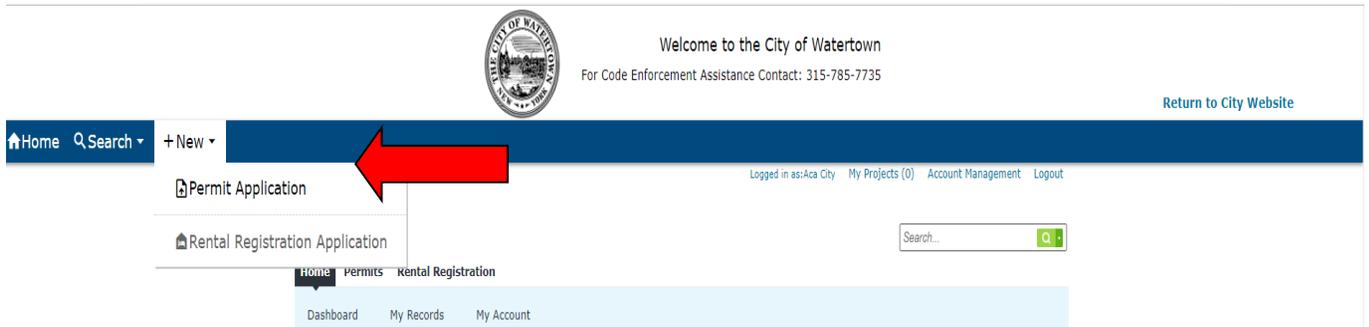
[Sign In](#)

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)



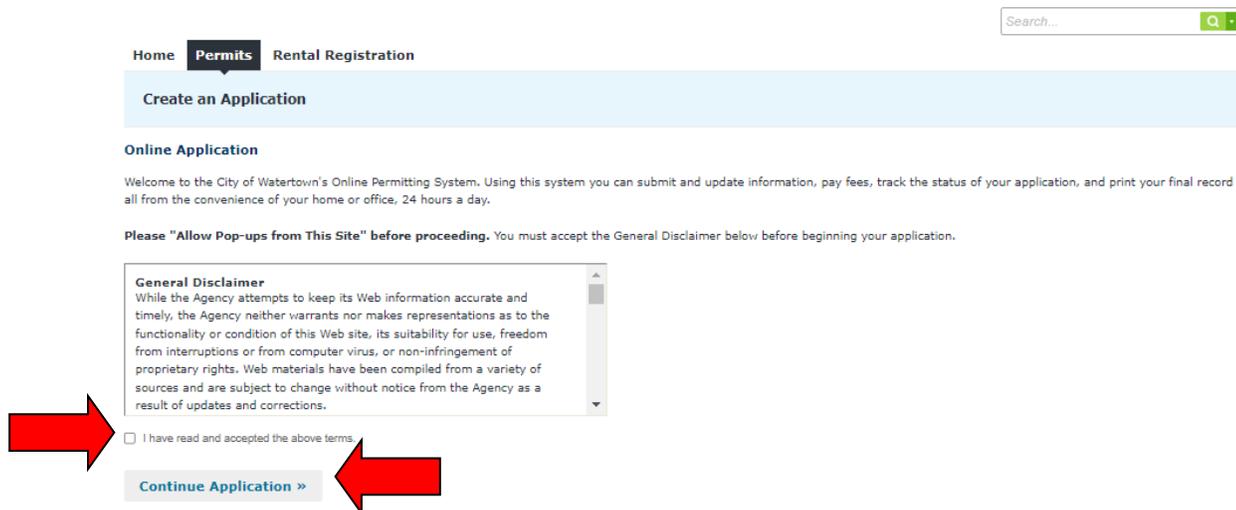
Step 3: Create Permit Application. To begin the application process for a Permit, click the “New” on the Menu bar, then select “Permit Application”.



Be sure to allow pop-ups.

If you have reviewed the Disclaimer section and accept its terms, click the checkbox to create a checkmark.

Click “Continue Application” to continue.





Step 4: Select a Record Type and click “Continue Application”. Click the ► icon to expand the Permit Record Type list and then select the appropriate Permit type.

Search

Home **Permits** Rental Registration

Create an Application

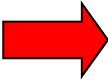
Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

► Permits

Continue Application »



Home **Permits** Rental Registration

Create an Application

Select a Record Type

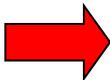
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Permits

- Commercial Building Permit
- Commercial Plumbing Permit
- Fence Permit
- Heating Permit
- Maintenance or Repair Permit
- Operating Permit
- Residential Building Permit
- Residential Plumbing Permit
- Sign Permit
- Tank Permit

Continue Application »



Click “Continue Application” to continue.

Note: For the purposes of this demonstration, we will be creating a Residential Building Permit.



Step 5: Permit Site Address. In this step of the Permit Application process, you will give details about the location of the property.

Enter the property site address. To do this, you will need to search for the property’s street number. Enter the *Street Number* into the “Street No.” field and click “Search”.

For example, if the property you are looking up is *123 N Test St.*, you will enter *123* into the “Street No.” field.

A screenshot of a web form titled "Address". The form has a blue header with the word "Address" in white. Below the header, there is instructional text: "Enter the **Street No.**, part of your **Permit site address** and then choose **Search**." followed by "You can then find your address in the list, and the remaining fields will populate automatically. Using the Search function will fill in the remaining fields automatically." and a note "**reword -> Permits - permits information**". The form contains two input fields: "* Street No.:" and "Street Name:". Below these fields are two buttons: "Search" and "Clear". Two red arrows point to the "Street No." input field and the "Search" button.

Select the correct address from the list using the radio button.

A screenshot of a web application window titled "Address Search Result List". The window has a blue header with the word "Addresses" in white. Below the header, it says "Showing 11-16 of 16". There is a table with columns "Address", "City", "State", and "Zip". The table contains six rows of address data. The second row, "245 Washington St, Watertown NY 13601, 245", is selected, indicated by a blue radio button and a red arrow pointing to it. Below the table is a pagination control with "< Prev", "1", "2", and "Next >". Below the table is another section titled "Associated Parcels" with a blue header, showing "Showing 1-1 of 1" and a table with columns "Parcel Number", "Lot", "Block", and "Subdivision". The first row of this table is "11-01-201.000". Below this is another section titled "Associated Owners" with a blue header.

The screenshot shows two sections: "Associated Parcels" and "Associated Owners". The "Associated Parcels" section has a table with one row: Parcel Number 11-01-201.000. The "Associated Owners" section has a table with one row: Name City of Watertown, Address 245 Washington St Watertown NY 13601. Below the "Associated Owners" table are two buttons: "Select" and "Cancel". A red arrow points to the "Select" button.

After clicking “Select” the “Parcel” and “Owner” sections will automatically populate for your convenience. **Note: In situations where there are multiple Associated Owners, please select the Owner that will be the main point of contact for the Permit application.**

Click “Continue Application” to continue.

Step 6: Add Applicant Contact Information. Click “Select Existing Contact” to add the Applicant contact information associated with this Account (for example, the Homeowner). Or click “Add New” to add a new contact.

The screenshot shows the "Applicant" section with a blue header. Below the header is a grey box containing the text: "Click 'Select from Account' to choose a contact already associated with this Account or Site Address. Or click 'Add New' to add a new contact." Below this text are two buttons: "Select Existing Contact" and "Add New". Two red arrows point to these buttons.

Here are the steps for “Select Existing Contact”



Select an Associated Contact and click "Continue".

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	Individual	City Acatester
<input type="radio"/> Associated Owner		City of Watertown

[Continue](#) [Discard Changes](#)

Select Contact Address and click "Continue".

Select Contact from Account

City Acatester
Applicant

Select contact addresses for this contact to attach to the record.
Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Home		245 Washington St

[Continue](#) [Discard Changes](#)

Click "Continue Application" to continue.

Step 7: Add Homeowner or Licensed Professional. Click "Look Up" to search licensed professionals from our database. If the licensed professional is not found, then click "Add New". **IMPORTANT: IF WORK IS PERFORMED BY THE HOMEOWNER, THEN SELECT THE DEFAULT "HOMEOWNER" LICENSE TYPE AND THEN CLICK "Look UP".**

Homeowner or Licensed Professional

This is a required section even if the HOMEOWNER performs the work.

Click "Look Up" to search licensed professionals from our database. **Select Homeowner if the work will be done by the homeowner.**

If the licensed professional is not found, then click "Add New".

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



Here are the steps for “Look Up”

Selecting the “Homeowner” License Type -

Look Up License

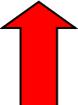
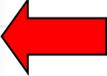
IMPORTANT: Select "HOMEOWNER" license type if work is perf

License Type: ?

- Homeowner
- Select--
- Contractor
- Homeowner**
- Plumbing

Name of Business:

[Look Up](#) [Clear](#) [Discard Changes](#)



Homeowner or Licensed Professional

This is a required section even if the HOMEOWNER performs the work.

Click "Look Up" to search licensed professionals from our database. **Select Homeowner if the work will be done by the homeowner.**

If the licensed professional is not found, then click "Add New".

✓ **Licensed professional added successfully.**

WORK PERFORMED BY HOMEOWNER

License Type: Homeowner
Address: WATERTOWN 13601
Mobile Phone: \$\$Phone1\$\$
Work Phone: \$\$Phone3\$\$
[Edit](#) [Remove](#)

Selecting the “Contractor” or “Plumbing” License Type –

To help narrow the search, select the License Type (for example, Contractor), and then enter the “Name of Business”. You are not required to enter the full Business Name here, just provide enough information to narrow the search.



Look Up License

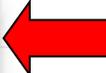
IMPORTANT: Select "HOMEOWNER" license type if work is performed by Homeowner --reword--

License Type: ?

- Contractor
- Select--
- Contractor**
- Homeowner
- Plumbing

Name of Business:

Look Up Clear Discard Changes



Select the Contractor and click "Continue".

Look Up License

Revise Search

Search results:
Showing 1-3 of 3

	License Number	License Type	Licensed Professional Name	Business Name	Business License #	E-mail
<input type="radio"/>	0000006	Contractor	Limited Test	MAIN FRAME INC		playdoeinc@mail.com
<input type="radio"/>	0000016	Contractor		ACA TEST BUSINESS		acatest@business.net
<input type="radio"/>	0000022	Contractor	John Stickers	PURPLE STICKERS		noreply@accela.com

Continue Discard Changes





Homeowner or Licensed Professional

This is a required section even if the HOMEOWNER performs the work.

Click "Look Up" to search licensed professionals from our database. **Select Homeowner if the work will be done by the homeowner.**

If the licensed professional is not found, then click "Add New".

✔ **Licensed professional added successfully.**

MAIN FRAME INC

Limited Test

License Type: Contractor

Address: Pamela 13611

Mobile Phone: \$\$Phone1\$\$

Work Phone: \$\$Phone3\$\$

[Edit](#) [Remove](#)

Click "Continue Application" to continue.

Step 8: Enter Permit Information. Enter as much information as possible in this section. Permit Type is a required field, so please ensure that the correct Permit Type is selected.

Step 9: Enter Detail Information. Provide a detailed description of the work to be performed.

Step 10: Enter Additional Information/Permit Information. Enter as much information as possible in this section.

A screenshot of the "Additional Information" form. The form has a blue header with the text "Additional Information". Below the header, there are four input fields: "* Job Value(\$):" with a text box containing "0", "* Construction Type:" with a dropdown menu showing "--Select--", "Housing Units:" with a text box, and "Number of Buildings:" with a text box. To the right of the "Number of Buildings" field is a checkbox labeled "Public Owned". A red arrow points to the "Job Value" field.

Click "Continue Application" to continue.



Step 11: Add Attachments. Add associated Permit documents to this Permit for review by the Code Enforcement Officer. If any additional documents are required, you will be informed of this.

Click “Add”

* indicates a required field.

The screenshot shows the 'Attachment Details' form. At the top, it says 'Please submit the required documents * updated in Page Flow*'. Below that, it states 'The maximum file size allowed is 1000 MB.' and lists disallowed file types: 'ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mso;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh'. A table with columns 'Name', 'Type', 'Size', 'Latest Update', and 'Action' is shown, with the text 'No records found.' below it. At the bottom left, there is a blue 'Add' button and a smaller white 'Add' button. A red arrow points to the blue 'Add' button.

Click “Add” again

The screenshot shows a 'File Upload' dialog box. It contains the same maximum file size and disallowed file types information as the previous form. At the bottom, there are 'Add' and 'Remove All' buttons. A red arrow points to the 'Add' button.

Find the document you want to upload and select, then click “Continue”.

The screenshot shows the 'File Upload' dialog box with a file named 'photo_002.jpg' selected. The file name and its progress bar (showing 100%) are circled in red. At the bottom, there are 'Continue', 'Add', and 'Remove All' buttons. A red arrow points to the 'Continue' button.



Select File “Type”.

Attachment Details

Please submit the required documents * updated in Page Flow*

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File:
photo_002.jpg
100%

* Type:
--Select--
--Select--
Asbestos Report
Asbestos Waiver
CE-200 Form
Construction Plans
Correspondence
Design Documents - Stamped and Signed
Document
Floor Plan / Detail Drawings
Homeowner's Workers Comp Exemption Form
Liability Insurance
Photos
Plans
Signature Authorization
Site Plans
Workers Compensation Insurance

[Remove](#)

[Continue Application >](#)



Click “Save” to finish adding Attachments or click “Add” to add another Attachment. You can add as many documents as required for the Permit application.

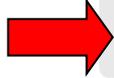
Attachment Details

Please submit the required documents * updated in Page Flow*

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
photo_002.jpg	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions ▾
photo_003 (1).jpg	Asbestos Report	675.47 KB	06/28/2022	Actions ▾

[Add](#)



Click “Continue Application” to continue.



Step 12: Review. The next portion on the Permit Application enables you to review and edit your application.

Step 5: Review

Save and resume later

Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Residential Building Permit

Address

Edit

245 Washington St
Watertown NY 13601

Parcel

Edit

Parcel Number: 11-01-201.000

Owner

Edit

City of Watertown
245 Washington St
Watertown NY 13601

Applicant

Edit

City Acatester
Home Phone:3150000000
Mobile Phone:3150000001
E-mail:citycauser@test.com
Preferred Channel:E-mail

After you've reviewed your application and verified that the information is accurate and complete, select the checkbox to confirm this, and click "Continue Application".

Misrepresentations of fact resulting in the issuance of an online permit may result in the revocation of the permit and/or the issuance of a stop work order and / a refusal to issue, or revocation of, a certificate of occupancy. **By checking the box below, I understand and agree that I am electronically signing and filling this application.**

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

Date:

Step 12: Permit Application Submitted. Your permit application has been successfully completed. Your application will now be reviewed by a Code Enforcement Officer, and you will be notified using your preferred method of contact, when we are ready to collect your fees.



IMPORTANT: YOUR PERMIT HAS NOT BEEN ISSUED AT THE MOMENT. PLEASE DO NOT PROCEED WITH WORK UNTIL YOUR APPLICATION HAS BEEN REVIEWED, YOUR FEES ARE PAID, AND AN OFFICIAL PERMIT IS ISSUED.

Please stop in the office to sign and pick up your permit card. Place the permit card in a conspicuous location on the property to be seen from the street.

Residential Building Permit

Progress bar with 6 steps: 1, 2 Professional Details, 3 Permit Details, 4 Step 4, 5 Review, 6 Record Issuance. Step 6 is highlighted.

Step 6: Record Issuance

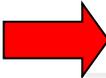
✓ Your application for a permit has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is BLD-2022-00042.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.



[View Record Details »](#) (You must post the record in the work area.)

Step 13: View Record Details.

If you click on the "View Record Details", you will be taken to the Permit Record. You will be able to see pertinent information such as Record Status and Expiration Date. As well as other information such as the Application "Processing Status", "Attachments", and "Inspections". You are free to log in at your convenience and monitor the progress of your permit application.

A screenshot of the "View Record Details" page. The page title is "Record BLD-2022-00042: Residential Building Permit". Below the title, it says "Record Status: Submitted" and "Expiration Date: 01/31/2022". There are "Add to collection", "Like 0", and "Tweet" buttons. A navigation menu on the left includes "Record Info", "Record Details", "Processing Status", "Attachments", and "Inspections". The "Record Details" section is highlighted in blue. Below this, there are fields for "Applicant:" and "Licensed Professional:".

Create an Application

Record BLD-2022-00042: **Residential Building Permit** [Add to collection](#) [Like 0](#) [Tweet](#)

Record Status: Submitted
Expiration Date: 01/31/2022

Record Info Payments

Record Details

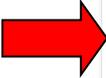
Processing Status

Attachments

Inspections

Record Details

Applicant: Licensed Professional:





MEETING PERMIT CONDITION(S) OF APPROVAL ONLINE

Upon review of your Permit Application, a Code Enforcement Officer will determine if any further documents are required before the permit can be approved. If any further documents are required, the Code Enforcement Officer will put a notation on the application, which then places the application on hold until the document(s) are received. The applicant will be notified of this hold via the preferred method of contact. An email notification will also be sent to the email address on file.

For your convenience, you can submit the required documents online. Here are the steps:

Step 1: Login to your Accela Account and select “My Records”.

The screenshot shows the top navigation bar with 'Home', 'Permits', and 'Rental Registration'. Below this is a secondary menu with 'My Records' and 'My Account'. A red arrow points to 'My Records'. A search bar is visible in the top right corner.

Below the navigation, the user is greeted with 'Hello,'. The main content area shows 'My Collection (1)' with a 'View Collections' button. A card displays '1 Records' for 'Testing' (Last Updated 11/14/2022). Below this is a 'Work in progress' section with a 'View All Records' button. A table lists records:

Record Name	Record ID	Module	Creation Date	Action
Residential Building Permit	22TMP-000095	Building	11/14/2022	Resume Application

Step 2: Click on the Record Number hyperlink (e.g. BLD-2022-00042).

The screenshot shows the 'Records' section of the interface. It includes a 'Create an Application' button and a table of records. A red arrow points to the 'Record Number' column in the table.

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>		BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Ready to Issue		Test ACA record for documentation purposes	01/31/2022	



Step 3: Click on “View Conditions”.

Record BLD-2022-00042: Add to collection
Like 0 Tweet

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info | Payments | **Conditions 2**

The record was placed on HOLD on 06/28/2022.
Condition: Liability Insurance Severity: Hold
Total Conditions: 2 (Hold: 2)

[View Condition](#)

Review the list of conditions.

Record BLD-2022-00042: Add to collection
Like 0 Tweet

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info | Payments | **Conditions 2**

The record was placed on HOLD on 06/28/2022.
Condition: Liability Insurance Severity: Hold
Total Conditions: 2 (Hold: 2)

Conditions of Approval

Hide Those Met
Showing 1-2 of 2

Building - 2 Pending

Required Documents

Asbestos Waiver
Hold
Permit will not be approved until the Asbestos Waiver is submitted. Please submit the required document in order for the Code Enforcement Officer to proceed with reviewing your Permit.
Pending | High | 06/28/2022

Liability Insurance
Hold
Permit will not be reviewed or approved until the Contractors General Liability Insurance is submitted.
Pending | High | 06/28/2022

For the purposes of this example, the applicant is required to submit two documents:

1. Asbestos Waiver
2. Liability Insurance



Step 4: Submit Documents.

Click on “Record Info”, then “Attachments”.

Record BLD-2022-00042: Add to collection
Like 0 Tweet

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info | Payments | Conditions 2

Record Details
Processing Status
Attachments
Inspections

placed on HOLD on 06/28/2022.
City Insurance Severity: Hold
2 (Hold: 2) View Condition

245 Washington St
Watertown NY 13601

Record Details

Applicant:
City Acatester
Home Phone:3150000000
Mobile Phone:3150000001
cityacauser@test.com
Home
245 Washington St
Watertown, NY, 13601
United States

Licensed Professional:
City of Watertown no-reply@accela.com
WORK PERFORMED BY HOME OWNER
245 Washington St
WATERTOWN, NY, 13601
Contractor 0000019

Project Description:
Test ACA record for documentation purposes

Owner:
City of Watertown
245 Washington St
Watertown NY 13601

Click “Add”.

Record BLD-2022-00042: Add to collection
Like 0 Tweet

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info | Payments | Conditions 2

The record was placed on HOLD on 06/28/2022.
Condition: Liability Insurance Severity: Hold
Total Conditions: 2 (Hold: 2) View Condition

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mpst;php;pdf;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
photo_002.jpg	BLD-2022-00042	Record	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003 (1).jpg	BLD-2022-00042	Record	Asbestos Report	675.47 KB	06/28/2022	Actions	Residential Building Permit	Residential Building Permit - BLD-2022-00042

Add



Add "Type" and click "Save".

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;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	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
photo_002.jpg	BLD-2022-00042	Record	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003 (1).jpg	BLD-2022-00042	Record	Asbestos Report	675.47 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042

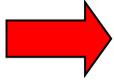
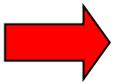
File: ENF2018-10-00073_1.jpg 100% Remove

* Type: Asbestos Waiver

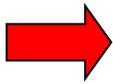
File: photo_003.jpg 100% Remove

* Type: Liability Insurance

Save Add Remove All



Review attachment confirmation message.



The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Record BLD-2022-00042: Add to collection

Residential Building Permit Like 0 Tweet

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info Payments Conditions 2

The record was placed on HOLD on 06/28/2022. Condition: Liability Insurance Severity: Hold Total Conditions: 2 (Hold: 2) View Condition

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;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	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
photo_002.jpg	BLD-2022-00042	Record	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003 (1).jpg	BLD-2022-00042	Record	Asbestos Report	675.47 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042
ENF2018-10-00073_1.jpg	BLD-2022-00042	Record	Asbestos Waiver	675.47 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003.jpg	BLD-2022-00042	Record	Liability Insurance	675.47 KB	06/28/2022	Actions ▼	Residential Building Permit	Residential Building Permit - BLD-2022-00042

City of Watertown

ACA Permits User Guide



Once the document(s) has been submitted, a Code Enforcement Officer will be notified of this. The Code Enforcement Officer will then review the document(s) and remove the condition(s) if appropriate at their earliest convenience. Once the conditions have been removed from the application, the homeowner or License Professional can then pay all applicable permit fees.



PAYING FEES ONLINE

For your convenience, you pay your permit fees online. Here are the steps:

Step 1: Login to your Accela Account and select “Permits”.

Step 2: Go to Records page and click “Pay Fees Due”.

Home **Permits** Rental Registration

Create an Application

Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	06/27/2022	BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Ready to Issue	Pay Fees Due	Test ACA record for documentation purposes	01/31/2022	

Step 3: Review “Building Permit Application Fees” and then click “Continue Application”.

Home **Permits** Rental Registration

Create an Application

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

CREDIT CARD SERVICE FEE: A credit card service fee of 3% will be added to each credit card payment.

Building Permit Application Fees

Fees	Qty.	Amount
Building Permit Fee (job cost)	1	\$5.00

TOTAL FEES: \$5.00
Note: Any additional fees may be assessed later.

[Continue Application >>](#)



Step 4: Enter "Credit Card Information" and click "Submit Payment".

Payment Options

CREDIT CARD SERVICE FEE: A credit card service fee of 3% will be added to each credit card payment.

E-MAIL RECEIPTS: Please enter a valid email so that you can receive your payments receipts once your payment has been processed.

Amount to be charged: \$5.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

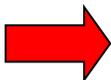
Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail: [?](#)



Submit Payment »



Step 5: Review Payment Confirmation.

Home **Permits** Rental Registration

Create an Application

Record Issuance

You have paid a fee associated to this Record. Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.
Your Record Number is O-2023-00022.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

YOUR PERMIT HAS NOT BEEN ISSUED AT THE MOMENT. PLEASE DO NOT PROCEED WITH WORK UNTIL YOUR APPLICATION HAS BEEN REVIEWED, YOUR FEES ARE PAID, AND AN OFFICIAL PERMIT IS ISSUED.

Please stop in the office to sign and pick up your permit card. Place the permit card in a conspicuous location on the property to be seen from the street.

Your record requires a follow-up inspection once work is completed. You may request an inspection upon completion of the work. Choose "View Record details" to Request an Inspection, check status, or make other updates.

[View Record Details >>](#) (You must post the record in the work area.)

Step 6: Click the "Print/Review Receipt" button.

Note: Applicants can also go to the "Payments" tab to review payment information.

Home **Permits** Rental Registration

Create an Application

Record BLD-2022-00042:

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

Record Info ▾ **Payments ▾** Conditions **0**

Fees

Paid:

Date	Invoice Number	Amount
06/28/2022	486	\$288.00

Total paid fees: \$288.00

Once payment(s) has been made processed, a Code Enforcement Officer will issue the Permit. The application status will be issued, and applicants go then download the permit if desired. See the "Downloading Documents" section for further instructions.



REQUESTING INSPECTIONS

Please note you cannot request an inspection until after all conditions have been met, your fees have been paid, and your permit has been issued.

Step 1: Click on the Record Number link (e.g. BLD-2022-00042).

Home **Permits** Rental Registration

Create an Application

Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
		BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Ready to Issue		Test ACA record for documentation purposes	01/31/2022	

Step 2: Go to the “Inspection” section.

Click on “Record Info”, then “Inspections”.

Record F-2022-00086: [Add to collection](#)

Fence Permit

Record Status: Issued
Expiration Date: 06/04/2023

Record Info ▾ Payments ▾

- Record Details
- Processing Status
- Attachments
- Inspections

Record Details

Applicant: _____ Licensed Professional: _____



Step 3: Select a “Request an Inspection”

Record BLD-2022-00082:

Residential Building Permit

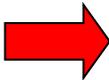
Record Status: Issued
Expiration Date: 06/14/2023

Record Info ▾ Payments ▾

Inspections

Upcoming
[Request an Inspection](#)
No inspections have been added at this time.
No inspections have been added at this time.

Completed
There are no completed inspections on this record.



Step 4: Select the inspection types.

To remove the optional inspection types, uncheck “Show optional inspections”.

Request an Inspection

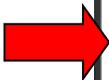
Available Inspection Types (13)

Show optional inspections

- HVAC Before Enclosed (optional)
- Insulation (optional)
- Plumbing Before Enclosed (optional)
- Verify 1 Layer (optional)
- Footings & Forms (optional)
- Foundation (optional)
- Rough Frame (optional)
- Frame (optional)
- Floor Deck (required)
- Roof Deck (optional)

< Prev 1 2 Next >

Continue Cancel





Step 5: Verify location and contact information is correct.

A screenshot of a web application dialog box titled "Request an Inspection" with a close button (X) in the top right corner. Below the title, it says "Inspection type: Fence Final". The section is titled "Location and Contact" and contains the text "Verify whether the location and contact person for the selected inspection are correct." Below this, there are two fields: "Location" with the value "245 Central St" and "Contact" with the value "Aca City 3157857792". A red rectangular box highlights these two fields. Below the fields is a blue link "Change Contact" with a downward arrow. At the bottom are two buttons: "Continue" and "Cancel".

Step 6: To change contact information select the blue “Change Contact” drop down.

A screenshot of the same "Request an Inspection" dialog box. The "Change Contact" link is now expanded into a form. A red arrow points to the "Change Contact" link. The expanded form has a radio button selected for "Select an existing contact" with a dropdown menu showing "Aca City (3157857792)". There is also an unselected radio button for "Specify another person (for this inspection only)". Below this are three input fields for "* First Name", "Middle Name", and "* Last Name", and one input field for "* Phone Number". At the bottom of the expanded form are "Submit" and "Cancel" buttons. At the bottom of the main dialog box are "Continue" and "Cancel" buttons.



Step 7: Select "Continue" if contact information is correct.

A screenshot of a web application dialog box titled "Request an Inspection" with a close button (X) in the top right corner. The text inside reads: "Inspection type: Fence Final", "Location and Contact", "Verify whether the location and contact person for the selected inspection are correct.", "Location: 245 Central St", "Contact: Aca City", and "Change Contact" with a dropdown arrow. At the bottom, there are two buttons: "Continue" and "Cancel". A red arrow points to the "Continue" button.

Step 8: Select "Include Additional Notes" to add a comment.

A screenshot of a web application dialog box titled "Request an Inspection" with a close button (X) in the top right corner. The text inside reads: "Confirm Your Selection", "Please confirm the details below and click the Finish button to request the inspection.", "Insulation: TBD", "245 Washington St", "Misty Rodriguez 3154896331", and "Include Additional Notes" with a dropdown arrow. Below this is a text input area labeled "Optional Comments or Instructions for your Inspector:". A red arrow points to the "Include Additional Notes" button. At the bottom, there is a "spell check" link and a note: "(Please include an alternate phone number if different from the contact information provic in your application.)".



Step 9: Select "Finish" to submit your inspection request.

A screenshot of a "Request an Inspection" dialog box. The title is "Request an Inspection" with a close button (X) in the top right. Below the title is the section "Confirm Your Selection" with the instruction "Please confirm the details below and click the Finish button to request the inspection." The details listed are "Insulation", "TBD", and "245 Washington St". Below this is the section "Include Additional Notes". At the bottom, there are three buttons: "Finish" (highlighted with a red arrow), "Back", and "Cancel".

You will be notified using your preferred method of contact once the inspection has been scheduled by a Code Enforcement Officer.

Step 10: The inspection request will appear under "Upcoming".

To cancel your request or see the details select "view details" or "cancel".

Once an inspection is completed it will appear under "Completed".

A screenshot of a "Residential Building Permit" record page. The record ID is "BLD-2022-00082". The status is "Issued" and the expiration date is "06/14/2023". There are tabs for "Record Info" and "Payments". The "Inspections" section is highlighted in blue. Under "Inspections", there is a sub-section "Upcoming (1)" with a link "Request an Inspection". Below this, it says "No inspections have been added at this time." and "TBD at TBD Pending Insulation (31690448)" with "Inspector: unassigned". To the right, there is an "Actions" dropdown menu with options "View Details" and "Cancel", both highlighted with red arrows. Below the "Upcoming" section is a "Completed" section with the text "There are no completed inspections on this record.".



APPENDIX – Additional Information

DOWNLOADING DOCUMENTS

Only Owners/Contacts or Licensed Professionals specified on the permit application can view and /or download attachments. Here are the steps to do this:

Step 1: Click on the Record Number link (e.g. BLD-2022-00042).

Home **Permits** Rental Registration

Create an Application

Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
		BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Ready to Issue		Test ACA record for documentation purposes	01/31/2022	

Step 2: Go to the “Attachments” section.

Click on “Record Info”, then “Attachments”.

Record BLD-2022-00042: [Add to collection](#)

Residential Building Permit

Record Status: Ready to Issue
Expiration Date: 01/31/2022

[Record Info](#) [Payments](#) [Conditions](#) 2

[Record Details](#)
Record placed on HOLD on 06/28/2022.
City Insurance Severity: Hold
2 (Hold: 2) [View Condition](#)

[Processing Status](#)

[Attachments](#)

[Inspections](#)

245 Washington St
Watertown NY 13601

Record Details

Applicant:
City Acatester
Home Phone:3150000000
Mobile Phone:3150000001
chucouser@stat.com

Licensed Professional:
City of Watertown no-reply@accela.com
WORK PERFORMED BY HOME OWNER
245 Washington St
WATERTOWN, NY 13601



Step 3: Review list of “Attachments”.

Record BLD-2022-00042: Add to collection
Like 0 Tweet

Residential Building Permit

Record Status: Issued
Expiration Date: 12/25/2022

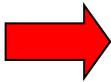
Record Info ▾ | Payments ▾ | Conditions 0

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;php;pif;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
photo_002.jpg	BLD-2022-00042	Record	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003 (1).jpg	BLD-2022-00042	Record	Asbestos Report	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
ENF2018-10-00073_1.jpg	BLD-2022-00042	Record	Asbestos Waiver	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003.jpg	BLD-2022-00042	Record	Liability Insurance	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
Permits\BLDRESPERMIT_20220628_154236.pdf	BLD-2022-00042	Record	Permit	398.84 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042

< Prev 1 2 Next >



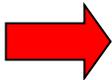
Step 4: Click on the document name to open or save document.

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;php;pif;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
photo_002.jpg	BLD-2022-00042	Record	Homeowner's Workers Comp Exemption Form	884.27 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003 (1).jpg	BLD-2022-00042	Record	Asbestos Report	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
ENF2018-10-00073_1.jpg	BLD-2022-00042	Record	Asbestos Waiver	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
photo_003.jpg	BLD-2022-00042	Record	Liability Insurance	675.47 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042
Permits\BLDRESPERMIT_20220628_154236.pdf	BLD-2022-00042	Record	Permit	398.84 KB	06/28/2022	Actions ▾	Residential Building Permit	Residential Building Permit - BLD-2022-00042

< Prev 1 2 Next >



For example, clicking on the Permits\BLDRESPERMIT_20220628_154236.PDF document will open the Issued Permit document.



City of Watertown
245 Washington St.,
Watertown, NY 13601
(315) 785-7735

Permit No.: [BLD-2022-00012](#)
Permit Type: Residential Building
Permit
Date Issued:

OPERATING PERMIT

Site Address: 245 Washington St,
Watertown, NY 13601

Parcel: 11-01-201.000

Owner(s):

City of Watertown

Public Assembly Occupancy:

Room:
Room:

Occupancy #:
Occupancy #:

Additional Information:

Tent / Membrane Structure Location / address (if different from above address):

Organization / Event:

Insurance on File:

of Tent(s):

Tent Size(s):

Describe Use(s):

Date Parameters: to

Attendees (approx / expected):

PART II: Type of Operating Permit

An application must be received no later than 14 days prior to the event in in order to ensure any issues are addressed before the event.

Tents, canopies and other membrane structures erected for less than 180 days must comply with Chapter 31, Section 3103 TEMPORARY TENTS AND MEMBRANE STRUCTURES of the International Fire Code of 2015, §3102.2:

Tents and membrane structures having an arena in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Code Official

1. Expectations: Tents used exclusively for recreational camping purposes
2. Tents open on all sides complying with all of the following:
 - o Individual tents having a max of 700 sq ft;
 - o Multiple tents with a total aggregate area <700 sq ft;
 - o Minimum clearance of 12 feet to all structures and tents.

Membrane structures erected for 180 days or longer or erected on a building, balcony, or deck for ANY period of time must comply with the International Building Code of 2015, Chapter 31, Sections 3102.1 through 3102.8

Use of a building containing one or more areas of public assembly with an occupant load of 100 persons or more:

Use of Tent, canopy or membrane structure for less than 180 days:

Use of Tent, canopy or membrane structure for 180 days or more:

Permit Granted by: _____
Code Enforcement Officer

_____ Date

Receipt No.:

75

Receipt Notes:

If you have questions contact the City of Watertown Bureau of Code enforcement at 315-785-7735



ADD TO COLLECTION (Optional Feature)

This feature may be useful for license professionals who work on multiple projects. The professional can create a folder for each project, manage the numerous permits associated with the project, and pay all associated fees online.

Step 1: Go to Permit Records page and select the record(s). Then Select “Add to collection”.

Logged in as: City Acatester | My Projects (0) | Account Management | Logout

Home **Permits** Rental Registration

Create an Application

Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input checked="" type="checkbox"/>	06/27/2022	BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Submitted		Test ACA record for documentation purposes	01/31/2022	

Search for Records
Enter information below to search for records.

- Permit Record Information
- Parcel Number
- Site Address

Select the search type from the drop-down list.

General Search General Search

Search my records only

Permit Number: Record Type: --Select--

Start Date: End Date:

Step 2: Enter a collection “Name” and “Description” and click “Add”.

Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input checked="" type="checkbox"/>	06/27/2022	BLD-2022-00042	Residential Building Permit		245 Washington St, Watertown NY 13601, 245	Submitted		Test ACA record for documentation purposes	01/31/2022	

Create a New Collection

Name:

Description:

[spell check](#)

Search for Records

General Search General Search



Your collection has been created. You can quickly access this collection, by clicking on the “My Projects” link on the menu bar.

A screenshot of the City of Watertown user interface. At the top left is the city seal. The main header reads "Welcome to the City of Watertown" and "For Code Enforcement Assistance Contact 315-785-7735". Below this is a dark blue navigation bar containing the text "Logged in as: Misty Rodriguez", "My Projects (2)", "Reports (1)", "Account Management", and "Logout". A red arrow points to the "My Projects (2)" link. Below the navigation bar is a search bar with the placeholder text "Search...". A secondary menu bar contains "Home", "Permits", and "Rental Registration", with "Permits" highlighted. Below this is a light blue bar with the text "Create an Application". At the bottom is a blue bar with the text "Records".

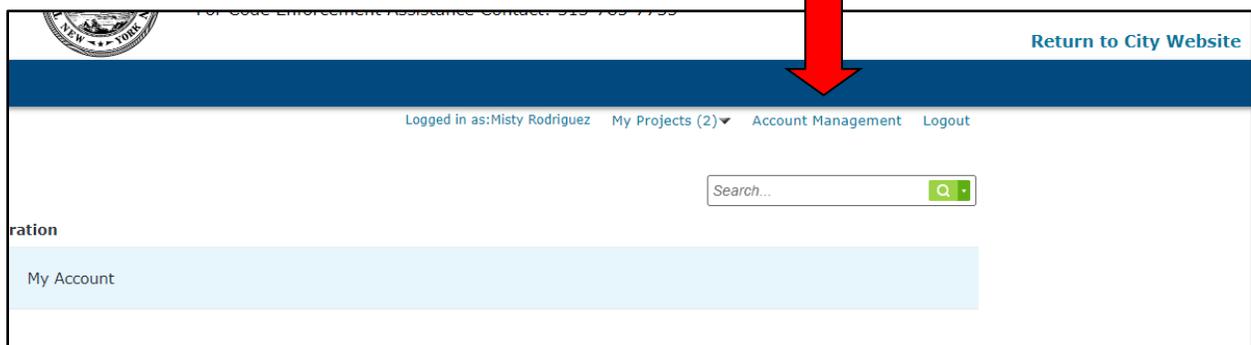


ADDING A DELEGATE (Optional Feature)

This feature allows you to add another user to access your records. They can be granted permissions such as viewing records, scheduling inspections, creating, renewing, and amending records, uploading, downloading, and deleting documents, and making payment.

Please Note: The invited user must have an Accela account prior to assigning them as a delegate.

Step 1: Go to Account Management in the top right-hand corner of the page.



Step 2: At the bottom of the page select "Add Delegate."





Step 3: Enter Name and E-mail Address of the individual you're delegating.

Citizen Access sends an e-mail to public users to notify them that they are invited to be delegates, in addition they will receive an invitation in the delegates section on their account.

A screenshot of the "Add a Delegate" form. The form has a title "Add a Delegate" and a close button (X). Below the title is a sub-header "Set Delegate Permission" and a paragraph of text: "Delegates can view records across all categories unless you choose to restrict them to specific categories." Below this is a section "View Records in all categories (Change)" with a list of permissions: "Create Applications in all categories (Change)", "Renew Records in all categories (Change)", "Amend Records in all categories (Change)", "Manage Inspections in all categories (Change)", "Manage Documents in all categories (Change)", and "Make Payments in all categories (Change)". Below the permissions is a section "Add Personal Note" with a checkbox "I'm not a robot" and a reCAPTCHA logo. At the bottom are two buttons: "Invite a Delegate" and "Cancel". Two red arrows point to the "Name" and "E-mail Address" input fields.

Step 4: Set Delegate Permissions.

When a user adds delegates, they can grant them permissions to their data. Users can grant these levels of permission: view, schedule inspections, create, renew, and amend record, upload, download, and delete documents, and make payments.

Check the boxes you want the delegate to have access to.

A screenshot of the "Add a Delegate" form, similar to the one in Step 3. The form has a title "Add a Delegate" and a close button (X). Below the title is a sub-header "Set Delegate Permission" and a paragraph of text: "Delegates can view records across all categories unless you choose to restrict them to specific categories." Below this is a section "View Records in all categories (Change)" with a list of permissions: "Create Applications in all categories (Change)", "Renew Records in all categories (Change)", "Amend Records in all categories (Change)", "Manage Inspections in all categories (Change)", "Manage Documents in all categories (Change)", and "Make Payments in all categories (Change)". Below the permissions is a section "Add Personal Note" with a checkbox "I'm not a robot" and a reCAPTCHA logo. At the bottom are two buttons: "Invite a Delegate" and "Cancel". A red box highlights the list of permissions.



Step 5: Add a personal note (optional).

Click on the words "Add Personal Note": you can then add a message to be sent along with the invitation.

Please note when adding a personal note, you will need to use the tab button to scroll down

A screenshot of the "Add a Delegate" form. The form has a title bar with "Add a Delegate" and a close button. Below the title bar, there is a sub-header "Add a Delegate" and a close button. The form contains several sections: "Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account." with two input fields for "*Name" and "*E-mail Address"; "Set Delegate Permission" with a sub-header and a paragraph of text; "View Records in all categories (Change)" with a sub-header and a paragraph of text; and "Remove Personal Note" with a sub-header and a text area. A red arrow points to the "Remove Personal Note" section. At the bottom, there is a "spell check" link.

Step 6: Check the "I'm not a robot" box.

A screenshot of the "Add a Delegate" form, showing the "Add Personal Note" section. The form has a title bar with "Add a Delegate" and a close button. Below the title bar, there is a sub-header "Add a Delegate" and a close button. The form contains several sections: "Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account." with two input fields for "*Name" and "*E-mail Address"; "Set Delegate Permission" with a sub-header and a paragraph of text; "View Records in all categories (Change)" with a sub-header and a paragraph of text; and "Add Personal Note" with a sub-header and a text area. A red arrow points to the "I'm not a robot" checkbox. At the bottom, there are "Invite a Delegate" and "Cancel" buttons.



Step 7: Once they have accepted the invitation their name and email will appear under “People who can access my account”.

Users have 30 days to accept an invitation before it expires.

A screenshot of the 'Delegates' management page. At the top, there is a blue header with the word 'Delegates' on the left and an 'Add a Delegate' button on the right. Below the header, the page is divided into two sections: 'People who can access my account' and 'People whose account I can access'. The first section contains the email address '(mrodriguez@watertown-ny.gov)' and the text 'Last accessed account on 12/09/2022'. Below this is an 'Add a Delegate' link. The second section is currently empty, with the text 'None' below it. On the right side, there is an 'Actions' dropdown menu with three options: 'View Permissions', 'Edit Permissions', and 'Remove'. A large red arrow points from the left towards the 'People who can access my account' section.

Step 8: You can edit a delegate’s permissions by clicking “Actions” and select “Edit Permissions”.

A screenshot of the 'Delegates' management page, similar to the previous one. The 'Actions' dropdown menu is now open, showing the three options: 'View Permissions', 'Edit Permissions', and 'Remove'. A large red arrow points from the right towards the 'Edit Permissions' option.

Step 9: To remove a delegate click “Actions” and select “Remove”.

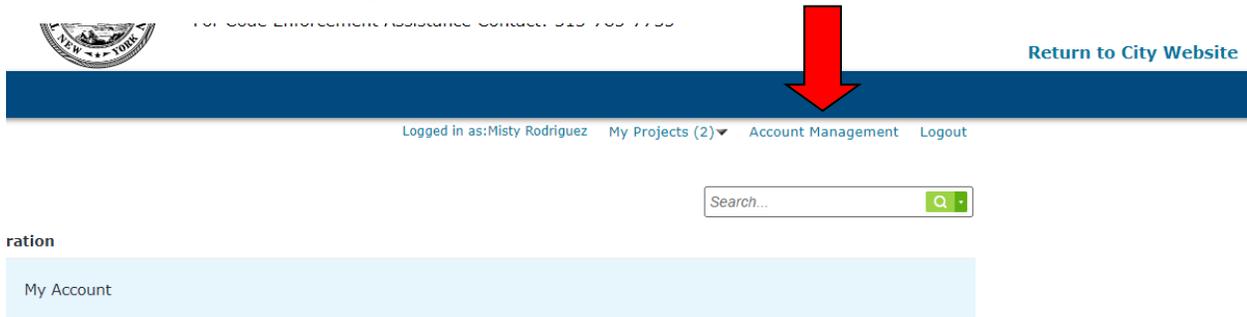
A screenshot of the 'Delegates' management page, similar to the previous ones. The 'Actions' dropdown menu is open, and a large red arrow points from the right towards the 'Remove' option.



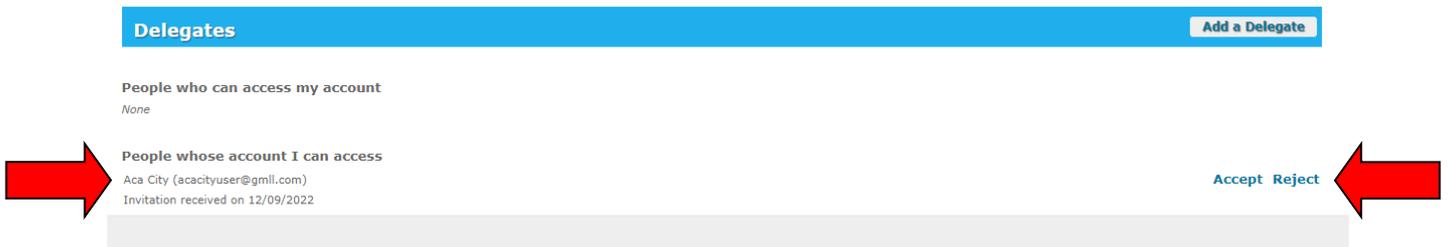
ACCEPTING A DELEGATE INVITATION (Optional Feature)

You will receive an email informing you that someone has invited you to be a delegate, on your account you can either accept or reject the invitation. The invitation will **expire** if not accepted within 30 days.

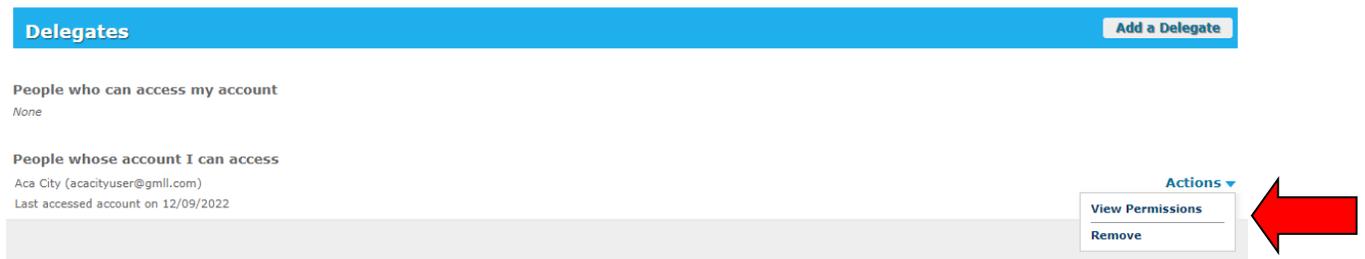
Step 1: Go to "Account Management".



Step 2: Under the delegate section, select "Accept or Reject".



Step 3: You can view the permissions given to you by the user.





(acacityuser@gml.com)
Added on 12/09/2022
You last accessed on 12/09/2022

Permissions
You currently have access to the following on this account

- View Records in **selected categories**
- Create Applications in **selected categories**
- Renew Records in **selected categories**
- Amend Records in **selected categories**
- Manage Inspections in **selected categories**
- Manage Documents in **selected categories**
- Make Payments in **selected categories**

Back to account Remove my access to this account

Step 4: To see the permits you now have access to select “My Records” at the top of the page.

Home Permits **Renewal Registration**

Dashboard My Records My Account

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Account Type



Step 5: You will now see the additional permits listed on your account.

▼ Permits									
Showing 1-10 of 15 Add to collection									
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	12/08/2022	P-2022-00095	Residential Plumbing Permit	245 Washington St, Watertown NY 13601, 245	Plan Review		Testing the two emails	01/31/2022	
<input type="checkbox"/>	12/07/2022	F-2022-00089	Fence Permit	155 Bishop St, Watertown NY 13601, 155	Issued		testing new aca fence record	06/05/2023	
<input type="checkbox"/>	12/07/2022	F-2022-00092	Fence Permit	245 Washington St, Watertown NY 13601, 245	Submitted		test	01/31/2022	
<input type="checkbox"/>	12/06/2022	F-2022-00086	Fence Permit	244 Clinton St, Watertown NY 13601, 244	Issued		test new fence instructions on page flow	06/04/2023	

Step 6: After accepting a delegate invitation you will be prompted to select who the new permit is for.

Home **Permits** Rental Registration

Create an Application

Create this application as

Myself

Another person *

Continue Application »

Step 7: To remove yourself as a delegate click “Actions” and select “Remove”.

Delegates		Add a Delegate
People who can access my account		
None		
People whose account I can access		
Aca City (acacityuser@gmail.com)		Actions ▼
Last accessed account on 12/09/2022		View Permissions
		Remove